

**Agenda**  
**Sixteenth Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, August 10, 2020 at 6:30 p.m.**

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code  
This meeting will be convened as an electronic meeting, pursuant to Governor  
Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive  
Order 20-38 allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the  
duration of the emergency, through to September.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/91606004861?pwd=TWVrL0puUXZRcnJSTG9CVVdhNzdIZz09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 916 0600 4861, password (code): 013072.

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**Prayer:** Thomas (Tom) Black

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**Pledge of Allegiance:** Thomas (Tom) Black

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**Roll Call:** Bernie Zemen



Mark A. Herak

Mark J. Schocke

**A GREAT PLACE  
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

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**Minutes of Previous Session:** Minutes of the Regular Meeting of 27 July 2020.

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**Special Orders:**

1. **Consideration of Proposed Additional Appropriations:** (Non-controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the **Public Safety Local Income Tax Fund** in the amount of \$109,890.00 and in the Community Crossings Grant Fund, in the amount of **\$1,792,656.00**.
  - (a) Attorney verification of Proofs of Publication: The TIMES 30 July 2020.
  - (b) **Public Hearing.**
  - (c) Action on **Appropriation Enactment No. 2020-39:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budgets for the Community Crossings Grant Fund and the Public Safety Local Income Tax Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

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*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*

<b>COMMENTS FROM THE PUBLIC or VISITORS</b>	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
<b>Communications:</b>	1. Communication from the <i>Highland Census Complete Count Committee</i> regarding the status of its Implementation of the Action Plan for the August 10, 2020 Meeting. (Includes current response rates).
<b>Staff Reports:</b>	<ul style="list-style-type: none"> <li>• Building &amp; Inspection Report for July 2020.</li> <li>• Fire Department Report for June and July 2020.</li> <li>• Workplace Safety Report for July 2020.</li> </ul>
<b>Appointments:</b>	<p><i>Legislative Appointments</i></p> <p>Home Rule Commissions</p> <p>1. <b>Community Events Commission:</b> (1) Appointment to be made by the Town Council. <b>Term: 4 years.</b> (<i>Note: vacancy of which term expires January 2022</i>)</p>
<b>Unfinished Business &amp; General Orders:</b>	<p>1. <b>Proposed Ordinance No. 1719.1691-D:</b> An Ordinance to Amend Ordinance No. 1691 Fixing the Wage and Salary Rates of the Elected Officers, the Non-Elected Officers, and the Employees of the Town of Highland, Indiana Particularly Amending Pay Associated with the Assistant Inspector for Plumbing Position In The Building and Inspection Department and Making Related Amendments to the Chapter 15.20 of The Highland Municipal Code.</p> <p>2. <b>Enactment No. 2020-40:</b> A Special Enactment to Lawfully Suspend A Provision of the Current Compensation and Benefits Ordinance Commonly Known as the Employee Handbook as Well As a Provision in the Wage and Salary Ordinance and Authorize the Promotion or Appointment of a Person to the Position of Acting Operations Director.</p> <p>3. <b>Works Board Order No. 2020-39:</b> A Joint Resolution of the Board of Works and the Water Works Board of Directors Approving and Authorizing Change Order No. 1 to the Construction Contract between the Highland Water Works Board of Directors and Grimmer Construction, Inc. for the Robertson Pl. &amp; Rosewood Ct. Water Main Replacement &amp; Street Improvement Project.</p> <p>4. <b>Colloquy and Discussion Regarding Instruction regarding the planned Special Event Scheduled September 26, 2020.</b> <i>Chapter 11.15 in the Highland Municipal Code establishes the Community Events Commission. HMC Section 11.15.030 sets forth the purposes of the commission. It has been determined desirable to receive advice regarding the status of the special event.</i></p> <p>5. <b>Works Board Order No. 2020-37:</b> An Order of the Works Board Accepting the Proposal of Mad Bomber Fire Works Productions for Professional Pyrotechnics and Fireworks Displays Services for the Town of Highland, Associated with September Special Event. (<i>The Town Council delayed this matter for future consideration at its meeting of July 27, 2020. Action on this matter will depend upon the instructions issued from the previous item</i>)</p>
<b>NEW BUSINESS:</b>	

*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*

<b>Comments or Remarks from the Town Council: (Good of the Order)</b>	<b>Councilor Bernie Zemen</b> <b>Councilor Mark Herak</b> <b>Councilor Thomas Black</b>  <b>Councilor Roger Sheeman</b>  <b>Councilor Mark Schocke</b>
<b>COMMENTS FROM THE PUBLIC or VISITORS</b>	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
<b>ACTION TO PAY Accounts Payable Vouchers</b>	Accounts payable vouchers July 28, 2020 to August 10, 2020 in the amount of <b>\$1,728,162.40.</b> Payroll Docket for the payday of July 17, 2020 in the amount of <b>\$281,285.08.</b>
<b>ADJOURNMENT</b>	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>

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**Enrolled Minutes of the Fifteenth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Business Meeting (Electronic)  
Monday, July 27, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, July 27, 2020 at 6:31 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 20-30. All persons were meeting remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. When the agenda item provided for public comment, this was supported as well. Councilor Herak, while not required under the Governor's orders, was present on the premises of the plenary meeting room.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding. Once completed the Town Council moved to the full plenary meeting.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Council President Schocke offering a prayer reciting the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call** Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained. All participated electronically.

**Additional Officials Present:** (all electronically) Scott Bilse, Attorney; John P. Reed, Town Attorney; Mark Knesek, Public Works Director; Pete Hojnicki, Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner were present.

*Also present:* Larry Kondrat (electronically) of the Board of Waterworks Directors; and Ed Dabrowski IT (Contract) Director (electronically) were also present.

*Guests:* Theresa Badovich of the Idea Factory was also present electronically.

**Minutes of the Previous Meeting:** Councilor Zemen moved the approval of the minutes of the regular plenary meeting of July 13, 2020. Councilor Black seconded, upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes were approved.

**Comments from Visitors or Residents:**

1. Larry Kondrat, Highland, expressed opposition to Resolution No. 2020-36, a resolution for which Councilor Herak filed and gave notice of his intention to take up at this meeting.
2. Terry Steagall, Highland, sought clarification regarding Resolution No. 2020-36. The Town Council President stated that the Resolution is not on the agenda.

There were no further public comments.

**Communications:**

The following communication from the Complete Count Committee for the Census was received as information.

**HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE  
Town Council Staff Report- July 27th Meeting**

Current activities include the following: Social media posts and "Shares" by other Department's social media outlets; Census flyers being distributed through the Highland Library; and, future message on August water bill and Census content in August's Gazebo Express.

A final reminder from the Census Bureau for those households that have not self-responded to the 2020 Census, is being mailed out between July 22<sup>nd</sup> & 28<sup>th</sup>. Highland residents who receive this notice are strongly encouraged to respond immediately to the Census. The US Census Bureau has moved up the date to this Thursday (July 30<sup>th</sup>) to begin their in-person visits to Lake County households that have not responded. To avoid an in-person visit, Highland residents should self-respond immediately, if they have not already done so.

Residents have three ways to self-respond to the Census: they can go to [my2020census.gov](http://my2020census.gov) to respond online; respond by phone may call 844-330-2020; and, residents who have not already responded can fill out and mail in paper questionnaires.

Highland residents should be aware, as it pertains to Census in-house visits, of the following:

- The visits are being conducted by US Census Bureau personnel, NOT the Town of Highland.
- Census personnel will be wearing masks and other necessary PPE and will be trained in proper COVID-19 safety protocols.
- They will have a valid ID badge with their photograph, a U.S. Department of Commerce watermark, and an expiration date and they may also carry Census Bureau bags and other equipment with the Census Bureau logo.
- If no one is home when the census taker visits, the census taker will leave a notice of their visit with information about how to respond online, by phone or by mail.
- If the census taker who visits your home does not speak your language, you may request a return visit from a census taker who does speak your language.
- Highland residents are required by federal law to participate in the Census.

As of statistics obtained today (July 23rd), a 2010/ 2020 comparison of self-response rates to date, shows as follows:

Entire Town- 2010 Final Self-Response Rate- 80.6 %  
2020 To Date- 78.3%

#405.01- 2010 Final Self-Response Rate - 74.4%  
2020 To Date- 64.9%

#405.02- 2010 Final Self-Response Rate - 80.5%  
2020 To Date- 78.1

#406- 2010 Final Self-Response Rate - 77.3%  
2020 To Date- 77.7%

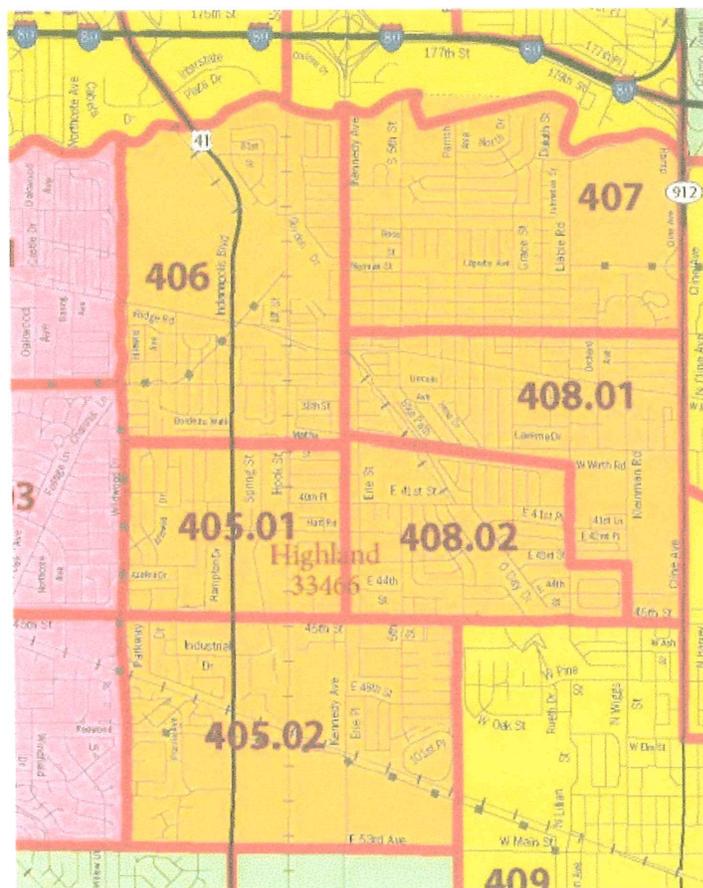
#407- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 84.3%

#408.01- 2010 Final Self-Response Rate - 84.2%  
2020 To Date- 83.9%

#408.02- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 83.3%

To date, in two of Highland's six Census Tracts (#406 & #407), we have exceeded the 2010 Final self-response rate for those tracts. In two other tracts (#408.01 & #408.2), we are 0.3% and 0.4% away respectively, from matching 2010.

Respectfully submitted,  
Lance Ryskamp- Co-Chair



#### Unfinished Business and General Orders:

- 1. Introduced Ordinance No. 1717:** An Ordinance to Establish and Control the Use of Ceremonial and Honorific Banners on the Town of Highland Property Specifically for the Used Described in the Ordinance. *Councilor Herak introduced and filed Ordinance No. 1717, at the Town Council meeting of June 08, 2020. The introduced ordinance was reviewed and marked up at study sessions of June 15, 2020 and July 06, 2020.*

Councilor Herak moved the passage and adoption of Ordinance No. 1717. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted.

Ordinance No. 1717  
of the  
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to ESTABLISH AND CONTROL THE USE OF CEREMONIAL AND HONORIFIC BANNERS ON TOWN OF HIGHLAND PROPERTY SPECIFICALLY DESIGNED FOR THE USES AS DESCRIBED HEREIN and AMEND THE HIGHLAND MUNICIPAL CODE BY THE ADDITION OF A NEW CHAPTER 8.30.

WHEREAS, Over the most recent years last past, the Town of Highland has installed hardware to facilitate the attachment of Ceremonial and Honorific Banners to Town of Highland property, consisting primarily of attachments to various light poles;

WHEREAS, The Town Council has recognized that multiple parties representing different groups, including the Town of Highland Schools and military servicemen and women, including veterans, and are interested in producing honorific banners recognizing individuals and their achievements;

WHEREAS, The Town Council further determines that the Town of Highland will not, in any way, profit or inure any benefit from any fee that may be imposed for the placement of the aforesaid banners beyond the recovery of costs associated placing the honorific and ceremonial banners on the prepared light poles and the care and maintenance associated with readying and preserving the light poles that will accept the aforesaid banners;

WHEREAS, IC 36-10-2-4, expressly confers powers upon the Town to establish, aid, maintain, and operate cultural programs;

WHEREAS, It is the intent of the Town Council to provide a program that will elevate the cultural life of the community, promote civic pride, foster positive activity in the redevelopment and economic development areas of the Town and enhance the visual appeal of the sites lines in the commercial area of the downtown;

WHEREAS, The Town Council further determines that the Town of Highland will benefit from a program using certain of the light poles with banner attachments, at certain times of year, to announce and inform the citizens of celebrations, matters of civic pride, or other community activities; and,

WHEREAS, The Town Council hereby declares that the light poles with banner hardware shall not be used for general commercial, political, informative, or other forms of advertising to generate any level or profit or inurement above actual costs and expenses incurred by the Town of Highland,

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Highland Municipal Code be hereby amended by the addition of a new chapter, styled as Chapter 8.30, to be called Light Post Semaphores, Banners, and Displays, which shall read as follows:

**Chapter 8.30 Light Post Semaphores, Banners, and Displays**

**8.30.010 Honorific Display and Celebrations.**

Light posts owned by the Town of Highland through its executive departments, possessing hardware supporting the display of semaphores, banners and similar displays, will be available for use by certain individuals or groups as according to the terms of this chapter (display service).

**8.30.020 Posts Enrolled in the Display Service**

(A) The light posts available for this service are those located in the downtown section of the town, erected along the 2800-2900 blocks of Jewett Street and Highway Avenues.

(B) Subject to the approval of the Park and Recreation Board, light posts located in Main Square Park may be available for the display service.

(C) The Town of Highland through its public works department reserves the right to assign the poles according to the Town's requirements or exigencies.

**8.30.030 Preferred Users**

(A) The Town of Highland designates and identifies certain users or groups as participants in the display program, which subject to the scheduling requirements of the Town, will be given special access to the display service without charge.

(B) School Town of Highland and School Town of Highland Support Groups will be a designated preferred user. The School Town of Highland, and the various groups that support the Town of Highland Schools, shall be permitted to utilize the light pole banner locations for honoring students and student-athletes as follows:

- (1). During the Fall Term of the School Year, ~~at least Seventy-Five (75)~~ a **substantial number** of the banner-equipped light poles will be dedicated to exclusive use by the School Town of Highland and the various groups that support the Town of Highland Schools.
- (2). During the Spring Term of the School Year, ~~at least Fifty (50)~~ a **substantial number** of the banner-equipped light poles will be dedicated to exclusive use by the School Town of Highland and the various groups that support the Town of Highland Schools.
- (3). Groups supporting the Town of Highland Schools shall be approved by the School Town of Highland.

(C) **United States and Indiana Military and Groups supporting the Military and Veterans Affairs will be a designed preferred user.** The Military, comprised of all branches of the armed forces of the United States of America, and the various groups that support the Military, shall be permitted to utilize the light pole banner locations for honoring active members of the Military, veterans, and those missing in action and killed in action, as follows:

- (1). During the period immediately following the Spring Term and prior to the Fall Term of the School Year, ~~all but a specified number thirty (30)~~ of the Town of Highland light pole banner locations shall be used by the Military, veterans, and those missing in action and killed in action.
- (2). The remaining banner-equipped light poles shall be utilized by the Town of Highland and its affiliated entities for ~~governmental~~ other lawful purposes.

#### 8.30.040 Logistics and Miscellaneous.

(A) Honoric and Ceremonial Banners shall only be affixed or removed to the banner-equipped light poles by employees, contractors, and agents of the Town of Highland.

(B) The Town of Highland may impose a fee for the installation and maintenance of the Honoric and Ceremonial Banners. Said fee, if imposed, shall not exceed the actual cost of the banner installation, removal and maintenance.

(C) Maintenance of the banners does not include maintaining the quality or characteristics of the banners, but, rather, includes only the care and maintenance of the light poles and the hardware necessary to affix the banners.

(D) Sponsors of the Ceremonial and Honoric Banners may have the sponsorship acknowledged on the banners, themselves. However, said acknowledgment shall not comprise more than Twenty Percent (20%) of the banner's overall size.

(E) **The display service is a demonstration and nascent program the operation of which the object of which in part is to further inform policy and refine its design and operation. The display service will be reviewed from time to time to further refine and perfect its design and operation.**

(F) **While the display program is in its nascent phase, informing the Town Council regarding the ways and means of its operation, informing its understanding to later refine this chapter, Councilor Mark Herak shall serve as the contact and coordinating person for the program.**

**Section 2.** That all provisions of ordinances in conflict with the provisions hereof are hereby repealed;

**Section 3.** That this ordinance shall become and be in full force and effect from and after its adoption, passage and until its subsequent amendment or repeal by proper ordinance, all pursuant to IC 36-5-2-10(c).

Introduced and Filed on 8<sup>th</sup> day of June 2020. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 27<sup>th</sup> Day of July 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

2. **Introduced Ordinance No. 1718.1691-C:** An Ordinance To Amend Ordinance No. 1691 Fixing The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Amending Pay Associated With A New Position In The Public Works Department (Agency) And Making Related Amendments To The Compensation And Benefits Ordinance. *Councilor Black introduced and filed Ordinance No. 1718.1691-C, at the Town Council meeting of July 13, 2020. The Town Council sought further deliberation regarding the proposed job description regarding the proposed new position.*

Councilor Black moved the passage and adoption of Ordinance No. 1718.1691-C. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted.

ORDINANCE No. 1718.1691-C  
of the  
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1691 FIXING THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING PAY ASSOCIATED WITH A NEW POSITION in the PUBLIC WORKS DEPARTMENT (AGENCY) and MAKING RELATED AMENDMENTS TO THE COMPENSATION AND BENEFITS ORDINANCE

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2019 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to establish a new position and fix an hourly rate for the position based upon the needs of the department and the current work of the department secretary; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to establish a new position and fix an hourly rate for the position based upon the needs of the public works department (agency) and the current work of the department secretary for the year ensuing and thereafter,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

**Section 1.** That Section 9 subdivision (B) of Ordinance No. 1691 as amended be further amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 8 subdivision (B) which shall read as follows:

**Section 9.** *Public Works Department (Agency).* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(B) Associate Staff and Employees

			Starting Rate	Incumbent Rate
(1) Administrative Assistant	(1)		\$22.87 \$1,829.60	\$22.87 \$1,829.60
<del>(1)</del> (2) Public Works Secretary	(1 <del>2</del> )**	\$18.66		\$19.20
<del>(2)</del> (3) Dispatch Clerk	(1)	\$16.87		\$16.87

\*\*If a worker is assigned the **Dispatch Clerk** position, the authorization for this position is reduced to one (~~1~~).

<del>(3)</del> (4) Senior Utility Technician	(1)	\$22.87		\$22.87
<del>(4)</del> (5) Utility Technician	(2)	\$18.35		\$18.35
<i>This position subject to base modification as outlined in subdivision E</i>				
<del>(5)</del> (6) Utility Worker / Equipment Operator A	(3)	\$22.87		\$22.87
<del>(6)</del> (7) Utility Worker / Equipment Operator B	(2)	\$21.89		\$21.89
<del>(7)</del> (8) Pump Station Operator	(2)	\$19.75		\$19.75
<i>This position subject to base modification as outlined in subdivision E</i>				

			Starting Rate	Incumbent Rate
<del>(8)</del> (9) Street Sweeper Operator	(1)		\$20.24	\$20.24
<del>(9)</del> (10) Utility Worker / Driver A	(4)		\$ 21.89	\$ 21.89
<del>(10)</del> (11) Utility Worker / Driver B	(3)		\$ 18.78	\$ 18.78
<del>(11)</del> (12) Utility Worker / Driver C	(2)		\$ 15.86	\$ 15.86
<del>(12)</del> (13) Senior Mechanic	(1)		\$ 21.61	\$ 21.61
<del>(13)</del> (14) Mechanic	(1)***		\$ 20.56	\$ 20.56
<del>(14)</del> (15) Mechanic	(2)		\$ 20.56	\$ 20.56-\$22.10
<i>The mechanic position subject to base modification as outlined in subdivision E</i>				

\*\*\* Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

(15) Sign & Traffic Control Technician	(1)	\$ 18.97		\$ 18.97
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*This position subject to base modification as outlined in subdivision E*

(16) Utility Worker A	(3)	\$16.58		\$16.58-\$18.04
(17) Utility Worker B	(3)	\$12.80		\$12.80
(18) Custodian	(1)	\$15.36		\$15.36
(19) Attendant Town Garage	(1)	\$14.27		\$14.91
(20) Secretary (part-time)			\$ 9.00-\$18.66 per hr.	
(21) Laborer ( <i>not truck driver</i> )(part-time)			\$ 9.00-\$ 11.64 per hr.	
(22) Laborer, Seasonal Leaf Collection			\$ 9.27 per hour.	
(23) Master Gardener/ Streetscaping (part-time)			\$12.00 - \$ 14.00 per hr.	
(24) Driver C Seasonal (must have a CDL)			15.86	

**Section 2.** That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

**§ 2.01 Exempt Employees**

Exempt employees refers to **workers who are** exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as **further defined in 29 CFR 541.200 et seq.**, and not eligible for overtime payments for work in excess of 40 hours per week, **except as provided by this handbook.**

Exempt Salaried Positions

Director of Public Works	Operations Director
Water & Sewer Supervisor	Street Supervisor
Maintenance Supervisor	Facilities Supervisor
Building Commissioner / Chief Inspector	Deputy Clerk-Treasurer
Superintendent of Parks & Recreation	Park Director
Director of Recreation	Recreation Supervisor(s)
Metropolitan Police Division Commander(s)	Chief of Police

Metropolitan Police Ass't. Div. Commander(s)  
Metropolitan Police Administration Officer(s)  
Redevelopment Director

Assistant Chief of Police  
Fire Chief  
Public Works Admin. Assistant

**Section 3.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 4.** (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and **from** after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That for the provisions related to the full-time position of Administrative Assistant, this ordinance shall be effective retroactively from July 12, 2020 and the job description outlining this position is hereby adopted and approved;

(C) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 13<sup>th</sup> day of July 2020. Consideration on same day or at same meeting of introduction was not sought, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 27<sup>th</sup> Day of July 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed/~~defeated~~ by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

*Attest:*

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

- 3. Resolution No. 2020-37:** An Exigent Resolution Providing for the Transfer of Appropriation Balances from and Among Major Budget Classifications in the *Public Safety Local Income Tax Fund* As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.

Councilor Sheeman moved the passage and adoption of Resolution no. 2020-37. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2020-37**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the PUBLIC SAFETY LOCAL INCOME TAX FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO I.C. 6-1.1-18-6.**

**WHEREAS,** It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Public Safety Local Income Tax Fund**;

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it has been shown that certain existing unobligated appropriations of the **Public Safety Local Income Tax Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

PUBLIC SAFETY LOCAL INCOME TAX FUND

Reduce Account:		
249-0000-43000 EQUIPMENT FIRE SUPPRESSION		\$ 19,890.00
<i>Total 400 Series Reductions:</i>		<u>\$ 19,890.00</u>
Increase Account:		
249-0000-29000 PPE & COVID SUPPLIES		\$ 19,890.00
<i>Total 200 Series Increases:</i>		<u>\$ 19,890.00</u>
<b>Total of Fund Decreases:</b>		<b>\$ 19,890.00</b>
<b>Total of Fund Increases:</b>		<b>\$ 19,890.00</b>

DULY RESOLVED and ADOPTED this 27<sup>th</sup> Day of July 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

4. **Resolution No. 2020-38:** A Resolution Regarding the Disposition of Appropriated Resources in the Rainy Day Fund, Authorizing Their Transfer to the park Special Operating (General) Fund.

Councilor Sheeman moved the passage and adoption of Resolution No. 2020-38. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN COUNCIL of the TOWN of HIGHLAND  
RESOLUTION NO. 2020-38

**A Resolution Regarding the Disposition of Appropriated Resources in the Rainy Day Fund, Authorizing Their Transfer to the park Special Operating (General) Fund.**

WHEREAS, The Town of Highland by proper legislative action has established a rainy day fund, pursuant to IC 36-1-8-5.1, codified as Article III comprising Sections 3.45.175 through 3.45.195 of the Highland Municipal Code;

WHEREAS, HMC Section 3.45.180 (A) provides that *"the town council may at any time by ordinance or resolution transfer to the corporation general fund, or any other appropriated funds of the municipality, money that has been deposited in the rainy day fund;"*

WHEREAS, HMC Section 3.45.180 (B)(1) further provides that expenditures from the fund may be to *"... make temporary, indefinite or permanent transfers to other funds of the town for cash flow purposes, to meet debt service, payroll and monthly accounts payable when tax revenues are not received in a timely manner to mitigate interest expense on tax anticipation debt as provided in IC 36-1-8-4;*

WHEREAS, The Clerk-Treasurer has requested and recommended that the identified amount appropriated to the Fund, be permanently transferred to the **Park Special Operating (General) Fund** in order to support its cash flow adversely affected by the COVID 19 Public Health Pandemics; and,

WHEREAS, The Town Council now desires to favor the request and recommendation of the Clerk-Treasurer, as described herein,

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes herein specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it is now hereby authorized and instructed that the amount of Fifty-thousand dollars (\$50,000) be transferred from the proper account of the Rainy Day Fund ( 038-0000-39990 Local Share Transfer Park Reserve) and be deposited to the credit of the cash balance of the **Park Special Operating (General) Fund**;

**Section 3.** That, pursuant to the foregoing, the Clerk-Treasurer be authorized and is hereby requested to transfer the amount identified herein;

**Section 4.** That the Clerk-Treasurer as the disbursing and fiscal officer of the Municipality, is hereby instructed, authorized and directed to take such steps as necessary to carry out the purposes of this resolution.

**DULY RESOLVED and ADOPTED** this 27<sup>th</sup> Day of July 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

5. **Works Board Order No. 2020-36:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Kiesler Police Supply, 2808 Sable Mill Road, Jeffersonville, IN 47130 Rapid Response Equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-36. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2020-36**

**An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Kiesler Police Supply, 2808 Sable Mill Road, Jeffersonville, IN 47130 Rapid Response Equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.**

**Whereas**, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas**, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00. An opportunity has arisen which enables the department to purchase the Rapid Response Equipment with accessories.

**Whereas**, The Metropolitan Police Chief has identified Kiesler Police Supply of Jeffersonville, IN to be a desirable source vendor for the purchase of the Rapid Response Equipment with accessories at a price of \$15,676.96.

**Whereas**, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (e) as well as Section 3.05.050 (b) (2) of the Highland Municipal Code requires the express approval of the purchasing agency; and

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (a) (2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

**Whereas**, The Metropolitan Police Chief, pursuant to Section 3.05.050(D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

**Whereas**, The Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement

parts is a substantial consideration in this purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

**Whereas**, The Purchasing Agent, for the rational stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.065 (l) of the Highland Municipal Code;

**Whereas**, The purchase of the Rapid Response Equipment and accessories will be supported by appropriations in the Public Safety Local Income Tax Fund;

**Whereas**, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the Works Board hereby authorizes and approves the purchase as from Kiesler Police Supply of 2808 Sable Mill Rd. Jeffersonville, IN, for the purchase of Rapid Response Equipment and accessories as set forth in the invoices, which is attached as an exhibit to and made a part of this order in the amount of \$15,676.96;

**Section 2.** That the Works Board hereby finds and determines the following:

- (A) That Kiesler Police Supply, 2808 Sable Mill Rd., Jeffersonville, IN is a sole source to meet the police departments reasonable requirements for this purchase; and,
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,
- (C) That the foregoing rational, this purchase qualifies as a special purchase pursuant to IC5-22-10 et seq. and HMC Section 3.05.065 (l)

**Section 3.** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-1-4-14.

**Duly Adopted, Resolved and Ordered** by the Highland Town Council, Lake County, Indiana ,acting as the Works Board this 27<sup>th</sup> day of July 2020. Having been passed by a vote of 5 in favor and 0 opposed.

**Board of Works of the Town of  
Highland, Indiana**

*/s/* Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

*/s* Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

(This portion is blank deliberately)



Sales Quote

KIESLER POLICE SUPPLY  
2802 SABLE MILL RD  
JEFFERSONVILLE, IN 47130

**Bill-to Customer**  
HIGHLAND POLICE DEPARTMENT  
3315 RIDGE ROAD  
HIGHLAND, IN 46322-2097

**Ship-to Address**

Your Reference		Subs-person	ELLA
Bill-to Customer No.	105608	Email	
Tax Registration No.		Home Page	
No.	Q113006	Phone No.	
Document Date	June 5, 2020		
Due Date	July 5, 2020		
Payment Terms			
Payment Method			
Tax Identification Type	Legal Entity		
Shipment Method			

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
KIESLER NOTE	***ETA'S ON ALL ROT CLAR RANGES FROM 80 - 180 DAYS, AT THIS TIME ***	0	EACH	0.00	0
MONA0220-3-25	MONADNOCK BULK DBL CUFF BLK 100PC BLACK CLAH	3	EACH	148.32	444.96
MONA2800	MONADNOCK 35" WOODEN BATON CHCO	8	EACH	24.00	192
PART NUMBER	MONADNOCK MODEL 1570 PERISCOPE ExoTech Hard Shell Riot Shin Protector Set MIL ROLE	20	EACH	34.00	680
MONA118184	MONADNOCK IR-1000 HALF SHELL PASIN-BALLISTIC RIOT HELMET W/ LAC & SHIELD C/KA	11	EACH	126.00	1,386
AVON20501-555	AVON C50 CERN TWIN PORT APR ASSEMBLY, LARGE C50 First Responder Kit LARGE - INCLUDES: C50 APR, Mask, Clear Outcut Assembly, Straight Outcut Assembly, C3RNC50 Canister, C1CF50 Riot Agent Canister, Universal Carrier & Storage Facemask K/OLK	20	EACH	595.00	11,900
KIESLER NOTE	***** Due to extremely high demand for RPE during the COVID-19 pandemic, Avon Protection will not accept any product returns for refund or credit, unless the returns are in relation to a legitimate warranty claim in accordance with their terms and conditions. ***** **** ALL MASKS & MASK QTS ARE BACKORDERED UNTIL AT LEAST JULY 20TH ****	0	EACH	0.01	0
PART NUMBER	UNITS-2 UNITED SHIELD BS-2 ROT SHIELD SMALL - 20" X 16" - 6 LBS - "POLICE" LARH C/EFSE	4	EACH	122.00	488
SHIPPING	Shipping - FOR 11 HELMETS, 20 MASKS, 8 BATONS 20 SHIN SETS, 4 SHIELDS & 300 CUTS	1	EACH	130.00	130



No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
FORM1 ELLA	QUOTE BY ELLA KENNEDY KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS. CALL@KIESLER.COM	0	EACH	0.00	0
	Amount Subject to Sales Tax	0.00		Subtotal	15,676.96
	Amount Exempt from Sales Tax	15,676.96		Total Tax	0.00
				<b>Total \$ Incl. Tax</b>	<b>15,676.96</b>
				Tax Amount	0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-1M-08220

<b>RETURNED GOODS POLICY</b> The return of goods will be accepted only in the following circumstances: Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee.	<b>DEFECTIVE MERCHANDISE POLICY</b> We reserve the right to apply charges for any size, date or return of defective merchandise must be made directly to the manufacturer for repair or replacement.	<b>DAMAGED GOODS POLICY</b> Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.
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6. Works Board Order No. 2020-37: An Order of the Works Board Accepting the Proposal of Mad Bomber Fire Works Productions for Professional Pyrotechnics and Fireworks Displays Services for the Town of Highland, Associated with September Special Event.

Councilor Sheeman moved to delay consideration of the Works Board Order No. 2020-37. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Consideration of Works Board Order No. 2020-37 was delayed.

7. **Works Board Order No. 2020-38:** An Order Authorizing and Approving Agreement between Frost, Brown and Todd, Attorneys and the Town of Highland to perform Professional Legal services as Special Counsel Assisting with a Civil Action Filed in United States District Court for the Northern District.

Councilor Black moved the passage and adoption of Works Board Order No. 2020-38. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

The Town of Highland  
Board of Works  
Order of the Works Board No. 2020-38

AN ORDER AUTHORIZING AND APPROVING AGREEMENT BETWEEN FROST, BROWN AND TODD, ATTORNEYS AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL LEGAL SERVICES AS SPECIAL COUNSEL ASSISTING WITH A CIVIL ACTION FILED IN UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT

**Whereas,** The Chosen Consulting, LLC, dba Chosen Health Care, Indiana, ATC JV, LLC, dba Hickory Recovery Network and Highland Recovery, LLC, dba Hickory Treatment Center at Highland has filed a civil action naming the Town Council and the Plan Commission of the Town of Highland as defendants, in the United States District Court of the Northern District of Indiana, regarding the property located at 9630 Fifth Street, Highland, which was the site of the Highland Nursing Home;

**Whereas,** The Town has determined that a need exists to engage additional professional legal services to defend against the civil action; and,

**Whereas,** The Town has been reliably advised that FROST BROWN TODD, LLC, a law firm, through its member Anthony W. Overholt, possesses certain legal experience and insight that is deemed particularly helpful in the current litigation; and,

**Whereas,** FROST BROWN TODD, LLC, a law firm, through its member, Anthony W. Overholt, has offered to provide professional legal services related to representing the Town Council and the Plan Commission of the Town of Highland as Special Counsel; and

**Whereas,** As a purchasing agency in this matter, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

**Whereas,** The Highland Municipal Code provides that, the Town Council may make contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section 3.05.090 of the Highland Municipal Code; and

**Whereas,** There are sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and,

**Whereas,** The Town of Highland, through its Town Council now desires to accept and approve the engagement agreement for services as herein described,

**Now Therefore be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, as the works board of the municipality:

**Section 1.** That the Agreement presented as a letter of engagement dated July 21, 2020 between FROST BROWN TODD, LLC Attorneys, and the Town of Highland, to provide professional legal services related to the civil litigation, filed by Chosen Consulting, LLC, dba Chosen Health Care, Indiana, ATC JV, LLC, dba Hickory Recovery Network and Highland Recovery, LLC, dba Hickory Treatment Center at Highland naming the Town Council and the Plan Commission of the Town of Highland as defendants, in the United States District Court of the Northern District of Indiana, regarding the property located at 9630 Fifth Street, Highland, which was the site of the Highland Nursing Home is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and fees described under the agreement for the professional legal services, in a range from \$295 per hour in the case of members to \$225 per hour in the case of associates are found

and determined to be appropriate, reasonable and fair, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the municipal code;

**Section 3.** That the Town Council President be authorized to execute the agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 27<sup>th</sup> day of July 2020 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

*Previous notice action.* Resolution No. 2020-36. Councilor Herak reminded all that at the Town Council meeting convened Monday, July 13, 2020, he had filed and stated his intention to act on Resolution No. 2020-36 at this meeting. Councilor Herak moved the passage and adoption of Resolution No. 2020-36.

The Town Council President ruled the motion and introduction out of order since the resolution was not on the agenda, the proper motion would be to amend the agenda.

Councilor Herak moved to appeal to the Town Council the decision of the Town Council President as chair of the meeting, particularly the chair's ruling that the agenda required amendment for consideration of the resolution, pursuant to HMC section 2.05.180(H). Councilor Sheeman seconded. The question was shall the decision of the chair be overruled. Pursuant to HMC Section 2.05.230, Councilor Herak asked for a roll call vote on the question. Upon a roll call vote, there were four affirmatives and no negatives. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative, and Councilor Schocke voting in the negative, the motion passed. The decision of the Town Council President was overruled.

**Resolution No. 2020-36:** A Resolution Of The Highland Town Council Abrogating Emergency Proclamation Of The Municipal Executive No. 2020-04. Councilor Herak moved the passage and adoption of Resolution No. 2020-36. Councilor Zemen seconded. Upon a roll call vote, there were three affirmatives and no negatives. With Councilors Zemen, Herak and Zemen voting in the affirmative and Councilors Black and Schocke voting in the negative, the motion passed. The resolution was adopted.

TOWN of HIGHLAND, LAKE COUNTY, INDIANA  
TOWN COUNCIL  
RESOLUTION NO. 2020-36

**A RESOLUTION OF THE HIGHLAND TOWN COUNCIL ABROGATING EMERGENCY PROCLAMATION OF THE MUNICIPAL EXECUTIVE NO. 2020-04**

**Whereas,** The Town Council of the Town of Highland is authorized to enter into contracts and allocate budgeted funds under IC 36-5 et seq. and Title 3 of the Highland Municipal Code, for the uses and purposes for which public money may be allocated and utilized; and

**Whereas,** The President of the Town Council, on March 16, 2020, and pursuant to Indiana Code 10-14-3-29, declared a Local Disaster Emergency in response to the Governor of Indiana's declaration of a State of Emergency on March 6, 2020; and

**Whereas,** The Town Council, on March 16, 2020, concurred in the Town Council President's declaration of a Local Disaster Emergency and approved, by roll call vote, Emergency Proclamation No. 2020-02 extending executive power to the Town Council President up to and including April 16, 2020; and

**Whereas,** The Town Council, at additional and subsequent meetings, and by roll call votes, extended and reauthorized the Town Council President's executive power up to and including July 5, 2020; and

**Whereas,** The Town Council President, in an exercise of his executive powers, on July 2, 2020, issued a document entitled "Emergency Proclamation of the Municipal Executive No. 2020-04," requiring review of any and all contractual obligations expected to exceed \$100,000 to determine whether said contracts are feasible, necessary, and desirable to continue and/or provide notice of termination; and

**Whereas,** The Town Council President, in an exercise of either his executive powers or general authority as the President of the Highland Town Council, on or about June 8, 2020, issued a "notice of default" to S.J. Highland, LLC and Griffland Center, LLC as to the September 30, 2019, contract between said parties and the Town of Highland; and

**Whereas,** The Town Council may now determine whether, due to the July 5, 2020 expiration of the Town Council President's executive power, the Emergency Proclamation of the Municipal Executive No. 2020-04 should be abrogated,

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL of the TOWN of HIGHLAND, LAKE COUNTY, INDIANA:**

**Section 1.** That the prefatory statements set forth above are incorporated herein as if set forth at length;

**Section 2.** That it is in the best interest of the Town of Highland to abrogate the Emergency Proclamation of the Municipal Executive No. 2020-04, and to declare that same be of no further force or effect.

**Section 3.** That it is in the best interests of the Town of Highland to abrogate the "notice of default" sent by the Town Council President to S.J. Highland, LLC and Griffland Center, LLC on or about June 8, 2020.

**Duly Passed and Resolved** by the Town Council of the Town of Highland, Lake County, Indiana, this 27<sup>th</sup> day of July 2020. Having been passed by a vote of 3 in favor and 2 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President IC 36-5-2-10

**Attest:**

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

8. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$1,792,656.00 in the Community Crossings Grant Fund and in the amount of \$109,890.00 in the Public Safety Local Income Tax Fund.

Councilor Herak moved to authorize the proper officer to publish legal notice of a public hearing to consider proposed additional appropriations as indicated. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The proper officer was authorized.

**Comments from the Town Council:**  
(*Good of the order*)

- **Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen acknowledged the Fire Chief who offered a survey of actions under the aegis of Emergency Operations Center (EOC).

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison* • *Public Works Liaison.*

Councilor Herak acknowledged the birthdays of Town Councilor Zemen. Councilor Herak also noted the birthday of Larry Kondrat.

Councilor Herak acknowledged the Public Works Director, who reported on the status of public works matters.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners • Liaison to the Board of Waterworks Directors.*

Councilor Black thanked the Fire Chief for his planning and action in building a supply of PPE for any future needs.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison • Liaison to the Community Events Commission • Information Technology Liaison • Redevelopment Commission Liaison • Tree Board liaison.*

Councilor Sheeman reported that on August 4, 2020 there would be a ground-breaking ceremony for the Parking lot/Depot Redevelopment Project at the Southwest corner of Highway and Kennedy Avenues.

Councilor Sheeman acknowledged the Redevelopment Director who reported that letters were delivered to businesses in the downtown area to prepare them for the construction and the disruption associated with the Parking lot/Depot Redevelopment Project at the Southwest corner of Highway and Kennedy Avenues. She further reported on the pursuit of an INDOT grant to support installation of charging stations at the Depot site.

- **Councilor President Mark Schocke:** *Town Executive • Chair of the Board of Police Pension Trustees • Park and Recreation Liaison.*

The Council President acknowledged the Parks and Recreation Superintendent who offered a survey regarding forthcoming recreation programming.

The Town Council President also offered encomia regarding the civil rights work of the late U.S. Representative John Lewis, late of Atlanta, Georgia who was recently deceased.

The Town Council President stated his rationale for the abrogated order that imposed an immediate review of any contract in excess of \$100,000 based upon reduced revenues and the effects of the circuit breaker on the resources of the town.

#### **Comments from Visitors or Residents:**

1. Terry Steagall, Highland, suggested that the Town Council should send condolences to the staff and family of the late Congressman John Lewis. Mr. Steagall also urged the Town Council to evidence support for the renewal of the Voting Rights Act and support its renaming as the John Lewis Voting Rights Act.

Mr. Steagall also urged the Town Council to communicate its support for “no-excuse absentee” voting in Indiana for the fall.

Mr. Steagall spoke in support of senior housing development that is seeking the rezoning at the Plan Commission for construction at a site north of Strack and Van Til’s between Cine Avenue and Kleinman Road.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Black moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period July 14, 2020 through July 27, 2020. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll docket and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$336,836.36; Motor Vehicle Highway and Street (MVH) Fund, \$19,919.44; Local Road and Streets Fund, \$13,595.83; Law Enforcement Continuing Education, Training, and Supply Fund, \$42.55; Corporation Bond and Interest Fund, \$414,500.00; Innkeepers Tax Fund, \$1,205.00; Gasoline Agency Fund, \$14,244.93; Information and Communications Technology Fund, \$16,897.96; Soldi Waste District Grant Fund, \$31,352.80; Police Pension Fund, \$120.72; Municipal Cumulative Capital Development Fund, \$34,452.77; Traffic Violations and Law Enforcement Agency Fund, \$9,500.00; Gaming Revenue Sharing Fund, \$325.00; Public Safety LIT Fund, \$3,092.67; Economic Development LIT Fund, \$100,000.00; Total: \$996,086.03.**

**Adjournment of Plenary Meeting.** There being no further business before the Town Council, agenda having been completed, Councilor Zemen moved to adjourn and Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The regular plenary meeting, convened electronically, of the Town Council of Monday, July 27, 2020 adjourned at 8:09 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

Approved by the Town Council at its meeting of \_\_\_\_\_, 2020.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

\*\*\* Proof of Publication \*\*\*

State of Indiana )  
 ) ss:  
Lake County )

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:

July 30, 2020

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS  
DENISE BECK, ACCTS PAYABLE  
3333 RIDGE ROAD  
HIGHLAND IN 46322

ORDER NUMBER 48396

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

Nicole Muscari, Legal Clerk

By: Sallie Lucina

Subscribed and sworn to before me this 31 day of

July, 2020

[Signature]  
Notary Public

My commission expires: 3/3/22

Section: Legals  
Category: 198 Legal - Lake County  
PUBLISHED ON: 07/30/2020

TOTAL AD COST: 33.44  
FILED ON: 7/30/2020

TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL  
APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, convening electronically at 6:30 p.m. on the 10 AUGUST 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

COMMUNITY CROSSINGS  
GRANT FUND

Increase:  
104-0000-44080 CCMG PROJ-  
ECTS 2020 \$1,592,656.00  
104-0000-49999 CONTINGENCY  
(LOCALLY FUNDED) \$200,000.00  
TOTAL SERIES \$1,792,656.00  
TOTAL FUND: \$1,792,656.00

Resources to support these additional appropriations in the Community Crossings Grant Fund shall be from miscellaneous revenues, a Local Road and Bridge Matching Grant Fund grant award, pursuant to IC 8-23-30 deposited to the credit of the fund, and a matching local contribution from several funds of the Town deposited to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers will have an opportunity to be heard, whether this is convened in person or electronically. If convened electronically, taxpayers are encouraged to access the meeting either in person or through the Zoom meeting platform, if the meeting is convened electronically. Taxpayers and persons interested in offering comment on the proposed additional appropriations should contact the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details on accessing the meeting via Zoom or in person. If electronic, please provide your electronic mail address to receive the link and added access to the public hearing and the meeting. A written comment may also be provided by writing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

TOWN COUNCIL of HIGHLAND  
Mark Schocke, President  
By: Michael W. Griffin, IAMC  
/MMC/CPFA/CPFIM/CMO Clerk-  
Treasurer  
7/30 -48396 -hspaxlp

LEIGH FITZSIMONS  
NOTARY PUBLIC  
STATE OF INDIANA  
LAKE COUNTY  
My Commission Expires March 3, 2022

\*\*\* Proof of Publication \*\*\*

State of Indiana )  
 ) ss:  
Lake County )

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:  
July 30, 2020

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS  
DENISE BECK, ACCTS PAYABLE  
3333 RIDGE ROAD  
HIGHLAND IN 46322

ORDER NUMBER 48397

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

Nicole Muscari, Legal Clerk  
By: Sallie Lucena

Subscribed and sworn to before me this 31 day of July, 2020

[Signature]  
Notary Public

My commission expires: 3/31/22

Section: Legals  
Category: 198 Legal - Lake County  
PUBLISHED ON: 07/30/2020

TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL  
APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, convening electronically at 6:30 p.m. on the 10 August 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**PUBLIC SAFETY LOCAL INCOME TAX FUND**

Increase:  
Account No. 249-0000-29000 PPE & COVID SUPPLIES:

\$85,000.00  
Total Series: \$85,000.00

Account No. 091-0000-43000 EQUIPMENT FIRE SUPPRESSION:

\$19,890.00  
Total Series: \$19,890.00  
**Total for the Fund: \$109,890.00**

Funds to support these additional appropriations in the Public Safety LIT Fund shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 6-3-6 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are encouraged to access the meeting through the Zoom meeting platform. Taxpayers and persons interested in offering comment on the proposed additional appropriations should contact the Office of Clerk-Treasurer at (219) 836-1080 to obtain added details on accessing the meeting via Zoom, or please provide your electronic mail address to receive the link and added access to the public hearing and the meeting. A written comment may also be provided by writing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

TOWN COUNCIL OF HIGHLAND  
Mark Schocke, President  
By: Michael W. Griffin, IAMC /MMC/CPFA/CPFIM/CMO Clerk-Treasurer  
7/30 -48397 -hspaxlp

LEIGH FITZSIMONS  
NOTARY PUBLIC  
STATE OF INDIANA  
LAKE COUNTY  
My Commission Expires March 3, 2022

TOTAL AD COST: 30.66

FILED ON: 7/30/2020

**Town of Highland  
Appropriation Enactment  
Enactment No. 2020-39**

**AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGETS for the COMMUNITY CROSSINGS GRANT FUND AND THE PUBLIC SAFETY LOCAL INCOME TAX FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.**

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Community Crossings Grant Fund** and the **Public Safety Local Income Tax Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Community Crossings Grant Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

COMMUNITY CROSSINGS GRANT FUND

**Increase:**

Account No. 104-0000-44080 CCMG Projects 2020:	\$ 1,592,656.00
Account No. 104-0000-49999 Contingency (Locally Funded)	<u>\$ 200,000.00</u>
<i>Total Series:</i>	\$ 1,792,656.00
<b>Total for the Fund:</b>	<b>\$ 1,792,656.00</b>

**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Public Safety Local Income Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

PUBLIC SAFETY LOCAL INCOME TAX (LIT) FUND

**Increase:**

Account No. 249-0000-29000 PPE & COVID SUPPLIES:	<u>\$ 85,000.00</u>
<i>Total Series:</i>	\$ 85,000.00
Account No. 091-0000-43000 EQUIPMENT FIRE SUPPRESSION:	<u>\$ 19,890.00</u>
<i>Total Series:</i>	\$ 19,890.00
<b>Total for the Fund:</b>	<b>\$ 109,890.00</b>

**Section 3.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 4.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 10<sup>th</sup> Day of August 2020. Consideration on the same day or at same meeting of introduction sustained a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this \_\_\_\_\_ Day of \_\_\_\_\_ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

---

**Mark J. Schocke, President (IC 36-5-2-10)**

**ATTEST:**

---

**Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)**

## HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE

### Town Council Staff Report- August 10<sup>th</sup> Meeting

Current activities include the following: Social media posts and “Shares” by other Department’s social media outlets; Census flyers being distributed through the Highland Library; and, message on August water bill and Census content in August’s Gazebo Express.

**The US Census Bureau has begun their in-person visits to Lake County households that have not responded. To avoid an in-person visit, Highland residents should self-respond immediately, if they have not already done so by going to [2020census.gov](https://2020census.gov) to respond online; respond by phone by calling 844-330-2020; and, residents who have not already responded can fill out and mail in paper questionnaires.**

Highland residents should be aware, as it pertains to Census in-house visits, of the following:

- The visits are being conducted by US Census Bureau personnel, NOT the Town of Highland.
- Census personnel will be wearing masks and other necessary PPE and will be trained in proper COVID-19 safety protocols.
- They will have a valid ID badge with their photograph, a U.S. Department of Commerce watermark, and an expiration date and they may also carry Census Bureau bags and other equipment with the Census Bureau logo.
- If no one is home when the census taker visits, the census taker will leave a notice of their visit with information about how to respond online, by phone or by mail.
- If the census taker who visits your home does not speak your language, you may request a return visit from a census taker who does speak your language.
- Highland residents are required by federal law to participate in the Census.

**Also, this week the Census Bureau announced that it will be concluding response gathering one month earlier than previously announced. In-person visits and self-responses will now end on September 30<sup>th</sup>, rather than October 31<sup>st</sup> as previously scheduled. With much of the country under their 2010 self-response rate levels due to COVID-19, moving up the end date by a month, has the potential for significant under counts to be locked in for the next ten years.**

As for Highland’s self-response rate, the Bureau’s final mailing and publicity surrounding the beginning of in-person visits, has resulted in an uptick in Highland’s self-response rate to date. Currently, we are outperforming 2010 self-response rates in four of Highland’s six census tracts. In addition, a fifth census tract is within less than 1 % of its 2010 level, and the response rate for the town as a whole is 1.1% from 2010.

As of statistics obtained today (August 7th), a 2010/ 2020 comparison of self-response rates to date, shows as follows:

Entire Town- 2010 Final Self-Response Rate- 80.6 %  
2020 To Date- 79.5% (-1.1%)

#405.01- 2010 Final Self-Response Rate - 74.4%  
2020 To Date- 65.7% (-8.7%)

#405.02- 2010 Final Self-Response Rate - 80.5%  
2020 To Date- 79.9% (-0.6%)

#406- 2010 Final Self-Response Rate - 77.3%  
2020 To Date- 78.9% (+1.6%)

#407- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 85.3% (+1.6%)

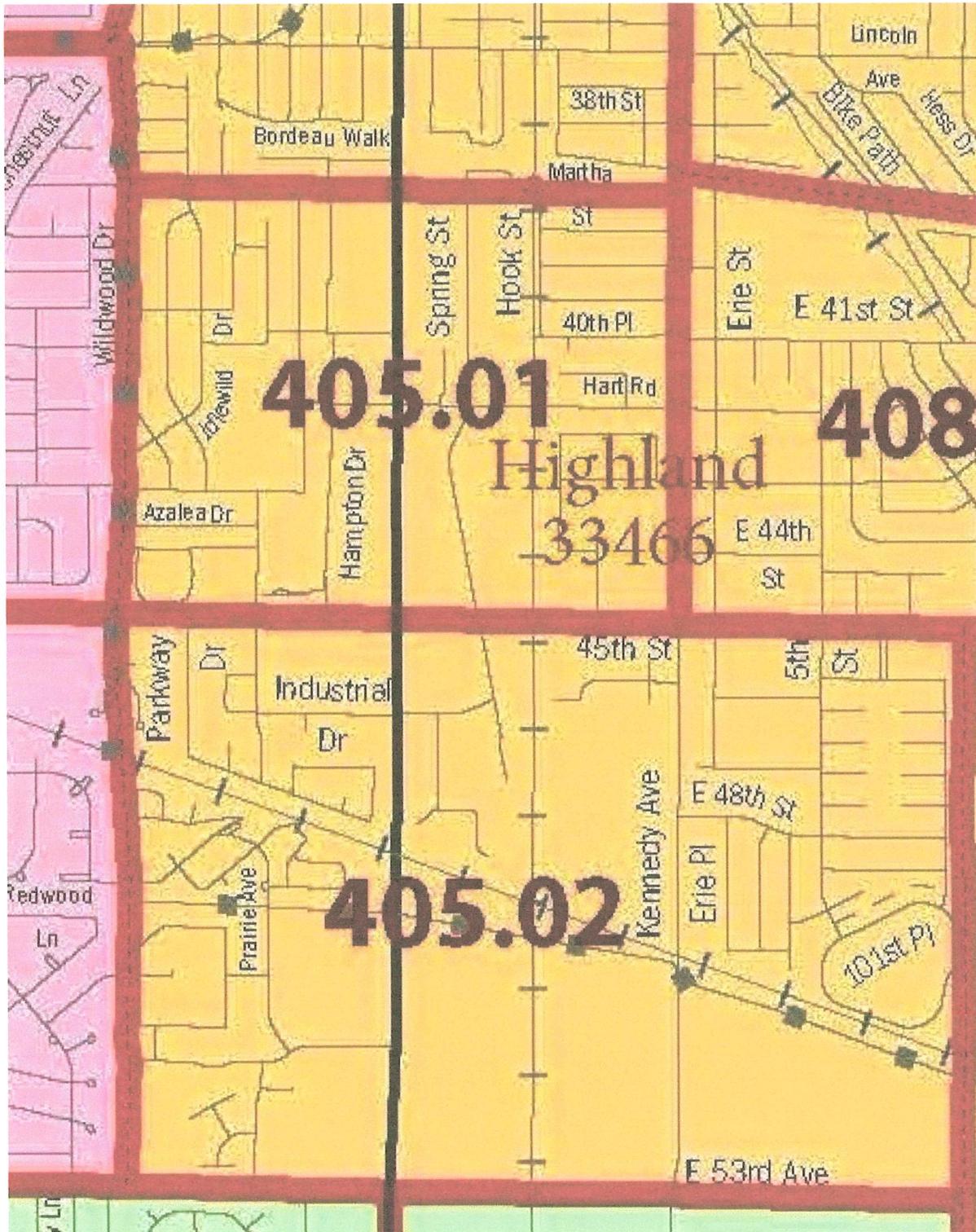
#408.01- 2010 Final Self-Response Rate - 84.2%  
2020 To Date- 85.2% (+1.0%)

#408.02- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 84.5% (+0.8%)

The census tract map included shows the two remaining census tracts, #405.01 and 405.02, that have not outperformed their 2010 self-response rate.

As of today, Highland's response rate is currently tied for 22nd best, out Indiana's 566 cities and towns. Indiana is currently tied for 11th best in the country.

Respectfully submitted,  
Lance Ryskamp- Co-Chair

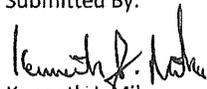


Building Report July, 2020

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	1	0	1	\$ 488,000.00	\$ 7,530.00
Comm. Additions/Remodel	3	0	3	\$ 183,000.00	\$ 3,454.50
Signs	2	0	2	\$ 2,925.00	\$ 450.00
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	104	104	0	\$ 763,009.00	\$ 20,024.00
Garages	0	0	0	\$ -	\$ -
Sheds	3	3	0	\$ 8,834.00	\$ 709.50
Decks & Porches	14	14	0	\$ 48,580.00	\$ 3,507.50
Fences	28	28	0	\$ 93,526.00	\$ 4,204.00
Above/In ground pools	3	3	0	\$ -	\$ 324.00
Drain Tile/Waterproofing	7	7	0	\$ 67,204.00	\$ 1,638.00
(misc) (1) cell tower(12) driveways(2) patios(7) roadcuts	22	22	0	\$ 119,456.00	\$ 4,840.00
<b>Total Building Permits</b>	<b>187</b>	<b>181</b>	<b>6</b>	<b>\$ 1,774,534.00</b>	<b>\$ 46,681.50</b>
<b>Electrical Permits</b>	<b>17</b>	<b>17</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 2,012.00</b>
<b>Mechanical Permits</b>	<b>24</b>	<b>21</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 2,837.00</b>
<b>Plumbing Permits</b>	<b>12</b>	<b>11</b>	<b>1</b>	<b>\$ -</b>	<b>\$ 1,788.10</b>
Water Meters	0	0	0	\$ -	\$ -
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
<b>Total Plumbing Permits</b>	<b>12</b>	<b>11</b>	<b>1</b>	<b>\$ -</b>	<b>\$ 1,788.10</b>

July 2020 Code Enforcement: 102 Investigations and 9 Citations were issued & 102 Warnings were given. Inspections done for the month of July 2020 were as follows: 51 Building Inspections, 9 Plumbing Inspections, 12 HVAC and 18 Electrical Inspections. There were 0 Electrical Exams given.

Submitted By:

  
Kenneth J. Mika

## **FIRE DEPARTMENT REPORT**

Month of **JUNE** 2020

<b>Type of Calls</b>	<b>June 2020</b>	<b>YTD</b>
<b>General Alarms</b>	<b>11</b>	<b>54</b>
<b>Paid Still Alarms</b>	<b>56</b>	<b>161</b>
<b>Still Alarms</b>	<b>14</b>	<b>29</b>
<b>Total Calls in 2020</b>		<b>254</b>

## **FIRE DEPARTMENT REPORT**

Month of **JULY** 2020

<b>Type of Calls</b>	<b>July 2020</b>	<b>YTD</b>
<b>General Alarms</b>	<b>8</b>	<b>62</b>
<b>Paid Still Alarms</b>	<b>21</b>	<b>182</b>
<b>Still Alarms</b>	<b>9</b>	<b>38</b>
<b>Total Calls in 2020</b>		<b>292</b>

2020

TOWN OF HIGHLAND INJURIES FOR THE MONTH  
JULY

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
	OF INJURY			No Med Treatment			
			No Injuries for the month				

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2019	DAYS THIS YEAR	THIS YEAR	DAYS 2019	2019
PARK & REC		1				0	0
FIRE			1			0	0
POLICE			4			0	0
STREET			1			0	0
WATER/SEWER		1	5	31	41	0	0
MAINTENANCE			1			14	2
OTHER			1			0	0
<b>TOTALS</b>	0	2	13	31	41	14	2

Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days

**ORDINANCE No. 1719.1691-D**  
**of the**  
**TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to AMEND ORDINANCE No. 1691 FIXING THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING PAY ASSOCIATED WITH THE ASSISTANT INSPECTOR FOR PLUMBING POSITION in the BUILDING AND INSPECTION DEPARTMENT and MAKING RELATED AMENDMENTS TO THE CHAPTER 15.20 of the HIGHLAND MUNICIPAL CODE**

**WHEREAS**, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

**WHEREAS**, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

**WHEREAS**, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

**WHEREAS**, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

**WHEREAS**, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2019 and thereafter as amended;

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to make certain amendments to align language in HMC Section 15.20.020(G) regarding compensation of the Assistant Inspector for Plumbing and Section 8(B)(4) of the Wage and Salary Ordinance; and,

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, now desires to make certain amendments to align language in HMC Section 15.20.020(G) regarding compensation of the Assistant Inspector for Plumbing and Section 8(B)(4) of the Wage and Salary Ordinance for the year ensuing and thereafter,

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

**Section 1.** That Section 8 subdivision (B) (4) of Ordinance No. 1691 as amended be further amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 8 subdivision (B)(4) which shall read as follows:

*Section 8. Building and Inspection Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its Building and Inspection Department as follows:*

- (B) (4) Assistant Inspector for Plumbing (part-time)
- ~~\$17.00~~ For each one-unit plumbing examination proctored, **pay unit rate as fixed pursuant to as provided in § Section 15.20.020 (G)(1), and thus hereby amended.**
- ~~\$24.00~~ For each inspection performed **pay a rate as fixed pursuant to as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.**

**Section 2.** That Section 15.20.020 subdivision (G) be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as 15.20.020 subdivision (G), which shall read as follows:

(G) The assistant inspector for plumbing shall receive no annual salary but shall be compensated according to the following schedule:

**Fee and Payment Schedule**  
(Effective March 1, 2019)

- (1) For each one-unit plumbing examination proctored as provided in HMC 15.20.100: \$17.50.
- (2) For each inspection performed which includes the following:
  - (a) Rough inspection: \$24.75 each.
  - (b) Final inspection: \$24.75 each.
  - (c) Underground: \$24.75 each.
  - (d) Sewer tap inspection: \$24.75 each.
  - (e) Water tap inspection: \$24.75 each.
  - (f) Re-inspections in consequence of red tagging: \$24.75 each.

**Fee and Payment Schedule**  
(Effective July 1, 2020)

- (1) For each one-unit plumbing examination proctored as provided in HMC 15.20.100: \$18.00.
- (2) For each inspection performed which includes the following:
  - (a) Rough inspection: \$25.50 each.
  - (b) Final inspection: \$25.50 each.
  - (c) Underground: \$25.50 each.

- (d) Sewer tap inspection: \$25.50 each.
- (e) Water tap inspection: \$25.50 each.
- (f) Re-inspections in consequence of red tagging: \$25.50 each.

**Section 3.** That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

**§ 2.01 Exempt Employees**

Exempt employees refers to workers who are exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as further defined in 29 CFR 541.200 et seq., and not eligible for overtime payments for work in excess of 40 hours per week, except as provided by this handbook.

Exempt Salaried Positions

Director of Public Works	Operations Director
Water & Sewer Supervisor	Street Supervisor
Maintenance Supervisor	Facilities Supervisor
Building Commissioner/Chief Inspector	Deputy Clerk-Treasurer
Superintendent of Parks & Recreation	Park Director
Director of Recreation	Recreation Supervisor(s)
Metropolitan Police Division Commander(s)	Chief of Police
Metropolitan Police Ass't. Div. Commander(s)	Assistant Chief of Police
Metropolitan Police Administration Officer(s)	Fire Chief
Redevelopment Director	<del>Public Works Admin. Assistant</del>

**Section 4.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 5.** (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and **from** after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That all provisions related to the position of Assistant Inspector for Plumbing, this ordinance shall be effective retroactively from July 1, 2020;

(C) That the provisions defining the positions that shall be regarded as exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime, this ordinance shall be effective from July 12, 2020.

(D) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 10<sup>th</sup> day of July 2020. Consideration on same day or at same meeting of introduction sustained a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this \_\_\_\_ Day of \_\_\_\_\_ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

*Attest:*

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

**TOWN OF HIGHLAND  
ENACTMENT NO. 2020-40**

**A SPECIAL ENACTMENT TO LAWFULLY SUSPEND A PROVISION OF THE CURRENT COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEE HANDBOOK AS WELL AS A PROVISION IN THE WAGE AND SALARY ORDINANCE AND AUTHORIZE THE PROMOTION OR APPOINTMENT OF A PERSON TO THE POSITION OF ACTING OPERATIONS DIRECTOR**

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland, pursuant to IC 36-5 et sequitur;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council as the Legislative Body, did pass and adopt Ordinance No. 1691 an Ordinance to Establish the Wage and Salary Rates of the Elected Officers, the Non-elected Officers and the Employees of the Town of Highland, having amended it four times since its adoption; and

WHEREAS, Ordinance No. 1378, an Ordinance Establishing the Compensation and Benefits for the Employees of the Town of Highland amended multiple times since its adoption, commonly called the Municipal Employee Handbook, remains in full force and effect;

WHEREAS, The Public Works Director has communicated the desire to have someone perform the duties associated with his former position of Operations Director, as he acclimates and assumes the duties of public works director;

WHEREAS, The Town Council and the Clerk-Treasurer desire to review organization of the agency that delivers services associated with potable water, wastewater, stormwater, solid waste and road maintenance and preservation for optimization and current statutory requirements;

WHEREAS, The Town Council now desires to take the proper steps to authorize and approve an appropriate measure or measures sufficient to carry-out the foregoing,

**NOW, THEREFORE, BE IT HEREBY ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Town Council makes the following findings and determinations, pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment:

(A) That the Highland Town Council now finds and determines that a reasonable time to review organization of the agency that delivers services associated with potable water, wastewater, stormwater, solid waste and road maintenance and preservation for optimization and current statutory requirements is desirable;

(B) That the Highland Town Council further finds and determines that The Public Works Director has communicated the desire to have someone perform the duties associated with his former position of Operations Director, as he acclimates and assumes the duties of public works director;

(C) That the Highland Town Council still further finds and determines that Section 4.11 of the Compensation and Benefits Ordinance states in pertinent part *"If a regular full time employee is assigned to temporarily replace another employee at a higher grade-level for an extended period of time, that employee will begin to receive a greater rate of pay after completing thirty (30) calendar days in that position. The actual rate will be subject to approval by the Town Council. All other benefits remain the same;*

(D) That the Highland Town Council still further finds and determines that Section 2(A) of Ordinance 1691 Fixing the Wages and Salaries of the Elected Officers, Appointed Officers and Employees expressly provides *"...all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or authorized board of jurisdiction to do otherwise;"*

**Section 2.** That based upon the foregoing, the Town Council does hereby authorize and approve the following:

(A) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment, the Public Works Director is hereby authorized:

- (1) to promote from within the current workforce to the position of *acting* Operations Director; or
- (2) to recommend to the Town Council, as the appointing authority, a person for hire to the position of *acting* Operations Director;

(B) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment, the relevant provisions set forth in the Ordinance No. 1378 establishing the *Compensation and Benefits for the Employees of the Town of Highland* as amended, particularly outlined in Section 4.11 of that ordinance, shall be suspended only to the extent necessary to support the promotion of a person within the municipal workforce to the position named in this enactment;

(C) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment, the relevant provisions set forth in the Ordinance No. 1691 establishing the *Wage and Salaries for the Elected Officers, Appointed Officers and Employees of the Town of Highland* as amended, particularly outlined in Section 2 (A) of that

ordinance, shall be suspended only to the extent necessary to support the hiring of a person to the position named in this enactment;

(D) That pursuant to the foregoing, the person promoted or hired to the position named in this enactment shall be authorized to be paid at the rate currently fixed for the position of operations director, with a vehicle or without a vehicle, as may apply, while performing as *acting* operations director;

**Section 3.** That the adoption of this enactment shall in no way be construed as a precedent for the subject department or any other department of the municipality, nor shall it be construed as creating an entitlement for any other workers in any other department, but rather the provisions in this enactment are specific, unique and particularly conferred, and any provisions suspended in the Compensation and Benefits ordinance are only suspended for the specific purposes of this enactment and shall not extend beyond its particular authority;

**Section 4.** That authority under this enactment shall be seen as complementary to and not in derogation of the authority of the Clerk-Treasurer under IC 36-5-6-6;

Introduced and Filed on the 10<sup>th</sup> day of August 2020. Consideration on same day or at same meeting of introduction sustained a vote of \_\_\_\_\_ in favor and a vote of \_\_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-39**

**WATERWORKS DISTRICT OF HIGHLAND  
BOARD OF WATERWORKS DIRECTORS  
RESOLUTION NO. 2020-13**

**A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS  
BOARD OF DIRECTORS APPROVING AND AUTHORIZING CHANGE ORDER NO.  
1 TO THE CONSTRUCTION CONTRACT BETWEEN THE HIGHLAND WATER  
WORKS BOARD OF DIRECTORS AND GRIMMER CONSTRUCTION, INC. FOR  
THE ROBERTSON PL. & ROSEWOOD CT. WATER MAIN REPLACEMENT &  
STREET IMPROVEMENT PROJECT**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on Robertson Place (south of 81<sup>st</sup> Street) and Rosewood Ct. including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Robertson Pl. and Rosewood Ct. Water Main Replacement & Street Improvement Project (Project); and

**Whereas**, The Town of Highland has procured a Community Development Block Grant, from the U.S. Department of Housing and Urban Development through an application filing with the Lake County Community Development Department in the amount of \$119,653.63, which will offset the costs for the roadway improvements described herein; and

**Whereas**, The Waterworks District of Highland ( WW District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

**Whereas**, IC 8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

**Whereas**, The WW District, through its Board of Directors, has determine the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

**Whereas**, On May 28, 2020, the Waterworks District adopted Joint Resolution No. 2020-07 and on April 11, 2020, Town Council through its Board of Works, adopted Order of the Works Board 2020-28, awarding a Project to Grimmer Construction, Incorporated in the total amount of Five Hundred Thirty Thousand Five Hundred Thirty Dollars and 00/100 (\$530,530.00), to be the lowest responsive and responsible bid, of which Three Hundred Thirty-six Thousand One Hundred Three Dollars and 90/100 Cents (\$336,103.90) was for waterworks improvements; and

**Whereas**, During the course of construction of the Project, it has become necessary to change or alter the original specifications of the project and/or to increase or decrease the planned material quantities; and

**Whereas**, NIES Engineering, Inc., a licensed engineer performing construction engineering services on this project, has specifically identified and presented Change Order No. 1, attached herewith, which details the changes and alterations to the Project which have

a net increase in the total contract amount of Twenty-one Thousand Five Hundred Eleven Dollars and 25/100 Cents (\$21,511.25); and

**Whereas,** The increase in cost, as determined by NIES, is allocated to the Board of Works in the amount of Thirteen Thousand Fifty-five Dollars and 00/100 Cents (\$13,055.00) and to the Water Works Board in the amount of Eight Thousand Four Hundred Fifty-six Dollars and 25/100 Cents (\$8,456.25); and

**Whereas,** The Town of Highland, through its Board of Works, now desires to approve and authorize the Change Order as described; and

**Whereas,** The Waterworks District of Highland, through its Board of Directors, now desires to approve and authorize the Change Order as describe; and

**Now Therefore Be it Resolved** by the Board of Directors of the Waterworks District of Highland, Lake County, Indiana, as follows:

**Section 1.** That the *First Addendum* to the Construction Contract with Grimmer Construction, Incorporated for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this Project, is hereby determined to be directly related to the original project and is hereby approved, adopted, and ratified in each and every respect;

**Section 2.** That this addendum is hereby ordered to be known as **Change Order No. 1**, issued to increase net changes to the original agreement in the amount of Twenty-one Thousand, Five Hundred Eleven Dollars and 25/100 Cents (\$21,511.25), bringing the total value of the entire agreement with any and all change orders approved to date to Five Hundred Fifty-two Thousand, Forty-one Dollars and 25/100 (\$552,041.25) allocated as follows;

Board of Works	\$13,055.00
Water Works District	\$8,456.25
Total Change Order Amount	\$21,511.25

**Section 3.** That the total of all change orders issued that increases the scope of this Project may not exceed twenty percent (20%) of the amount of the original contract, that original being of Five Hundred Thirty Thousand, Five Hundred Thirty Dollars and 00/100 (\$530,530.00), pursuant to IC 36-1-12-18(d); and

**Section 4.** That the Public Works Director is hereby authorized to execute the necessary documents with his signature.

**Be it So Ordered.**

**Duly Adopted, Resolved and Ordered** by the Highland Town Council, Lake County, Indiana, this 10<sup>th</sup> day of August 2020. Having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Board of Waterworks Directors Jurat**

**Duly Adopted, Resolved and Ordered** by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 27<sup>th</sup> day of August 2020. Having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**HIGHLAND WATERWORKS  
BY ITS BOARD OF DIRECTORS:**

\_\_\_\_\_  
George A. Smith, President

Attest:

\_\_\_\_\_  
Richard E. Volbrecht, Jr., Secretary

**EXHIBIT:**

Contract Number 20-522  
Change Order Number I

**CHANGE ORDER**

Owner: Town of Highland Waterworks Board of Directors  
Project: Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement  
Owner's Name: Town of Highland Waterworks Board of Directors  
Owner's Address: 3333 Ridge Road, Highland, IN 46322  
Contractor: Grimmer Construction, Inc.  
Contractor's Address: 2619 Main Street, Highland, IN 46322

**DESCRIPTION OF CHANGE:**

1. Add replacement of 10 sanitary laterals crossing the water main trench along Robertson Place. The length of replacement pipe per lateral ranges from 14 to 17 feet (15 feet typical). This results in an increase to the contract price of \$8,456.25 (total amount apportioned to Waterworks Board).
2. Add 165 feet of storm sewer and two catch basins at the end of Rosewood Court, extending from an existing storm structure in the curb to the backyards of 8211/8212 Rosewood Court. This results in an increase to the contract price of \$13,055.00 (total amount apportioned to Works Board), of which \$3,915.00 is for work within the ROW and \$9,140.00 is for work outside the ROW.
  - a. For work within the ROW, the Works Board's portion is \$3,915.00.
  - b. For work outside the ROW, the Works Board's portion of \$9,140.00 would be funded by a cost share agreement between the Sanitary District and the affected residents. Sanitary District Resolution 2020-16 authorizes 50% of the cost (\$4,570.00) to be paid by the Sanitary District and 50% of the cost (\$4,570.00) to be paid by and divided equally between the two property owners.

**REASON FOR CHANGE:**

1. During the course of water main installation, each sanitary lateral along Robertson Place was found to be constructed of multiple materials. Within the trench, each lateral was clay pipe. However, towards the curb, the clay pipe was found loosely inserted into concrete pipe that was then connected to PVC pipe. In order to avoid potential damage to the laterals during curb replacement, each lateral was replaced with PVC pipe from the house-side of the trench to the existing PVC pipe past the curb.
2. During the course of concrete sidewalk and driveway apron removal, a 4-inch drain pipe was found partially embedded in the sidewalk and along the driveway apron at 8212 Rosewood Court. This pipe collected storm water from the rear yards (both gravity and pumped flow) and discharged over the driveway apron and through a slot in the curb. Since capping or removing the drain pipe would cause or exacerbate drainage issues at 8211 and 8212 Rosewood Court, it was determined in consultation with the impacted residents and Town staff that extending a storm pipe from the existing storm sewer in the street to the rear yards would best facilitate proper drainage and promote health and safety.

Contract Number 20-522

Change Order Number 1

ORIGINAL CONTRACT PRICE	\$	<u>530,530.00</u>
CURRENT CONTRACT PRICE ADJUSTED BY PREVIOUS CHANGE ORDER(S)	\$	<u>530,530.00</u>
NET INCREASE IN CONTRACT PRICE THIS CHANGE ORDER	\$	<u>21,511.25</u>
TOTAL ADJUSTED CONTRACT PRICE INCLUDING THIS CHANGE ORDER	\$	<u>552,041.25</u>

This change order extends the time to complete the work by 2 calendar days. The time for completion is revised to 112 consecutive calendar days, with the completion date now set as September 28, 2020.

This change order prepared by: NIES Engineering, Inc.

<u></u>	<u>IN 11100654</u>	<u>7/30/2020</u>
Derek R. Snyder, P.E.	(P.E. Number)	Date

The undersigned agree to the terms of the change order.

<u>Grimmer Construction, Inc.</u>	
(Name of Contractor)	
<u></u>	<u>8-5-20</u>
(Contractor's Authorized Representative)	Date

<u></u>	<u></u>
(Owner's Authorized Representative - Waterworks Board)	Date

<u></u>	<u></u>
(Owner's Authorized Representative - Board of Works)	Date

2619 Main Street  
Highland, Indiana 46522



Est. 1983

A Site/Civil General Contractor

PH: 219.924.1623  
FX: 219.924.0328

[www.grimmerconstruction.com](http://www.grimmerconstruction.com)

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July 23, 2020

NIES Engineering Inc.  
2421 173<sup>rd</sup> Ave  
Hammond, IN 46323

RE: 6" Lateral Replacements

Attention: Derek Snyder, P.E.

In regards to the requested SDR 35 lateral replacements for the Robertson PI Water Main project, see below for pricing and attached for lineal footage.

CHANGE ORDER REQUEST

SDR 35 Lateral Replacement – 153.75 L.F @ \$55/L.F = \$8,456.25

Total \$8,456.25

Sincerely,  
GRIMMER CONSTRUCTION, INC.

*Bruce Miles*  
Bruce Miles  
Project Manager

Location	Lateral Length (Feet)
8105 Robertson	15.5
8111 Robertson	15
8115 Robertson	16
8119 Robertson	14
8123 Robertson	15
8127 Robertson	14
8131 Robertson	15
8133 Robertson	15
8137 Robertson	17.25
8139 Robertson	<u>17</u>
	153.75



2619 Main Street  
 Highland, IN 46322  
 (219) 924-1625  
 www.grimmerconstruction.com

<b>To:</b>	TOWN OF HIGHLAND	<b>Contact:</b>	
<b>Address:</b>	3333 Ridge Road HIGHLAND, IN 46322	<b>Phone:</b>	
<b>Project Name:</b>	HIGHLAND -- ROBERTSON PL. WATER MAIN	<b>Fax:</b>	
<b>Project Location:</b>		<b>Bid Number:</b>	
		<b>Bid Date:</b>	7/6/2020

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	6" SDR 35 PVC, INCLUDING MH CONNECTIONS	165.00	LF	\$55.00	\$9,075.00
2	STORM CATCH BASIN, 24" DIA. W/SUMP, INCLUDING CASTING	2.00	EACH	\$1,990.00	\$3,980.00

**Total Bid Price: \$13,055.00**

**Notes:**

- GRASS RESTORATION IS NOT INCLUDED.
- FENCE REMOVAL FOR EQUIPMENT ACCESS IS INCLUDED. FENCE REPLACEMENT IS NOT INCLUDED.

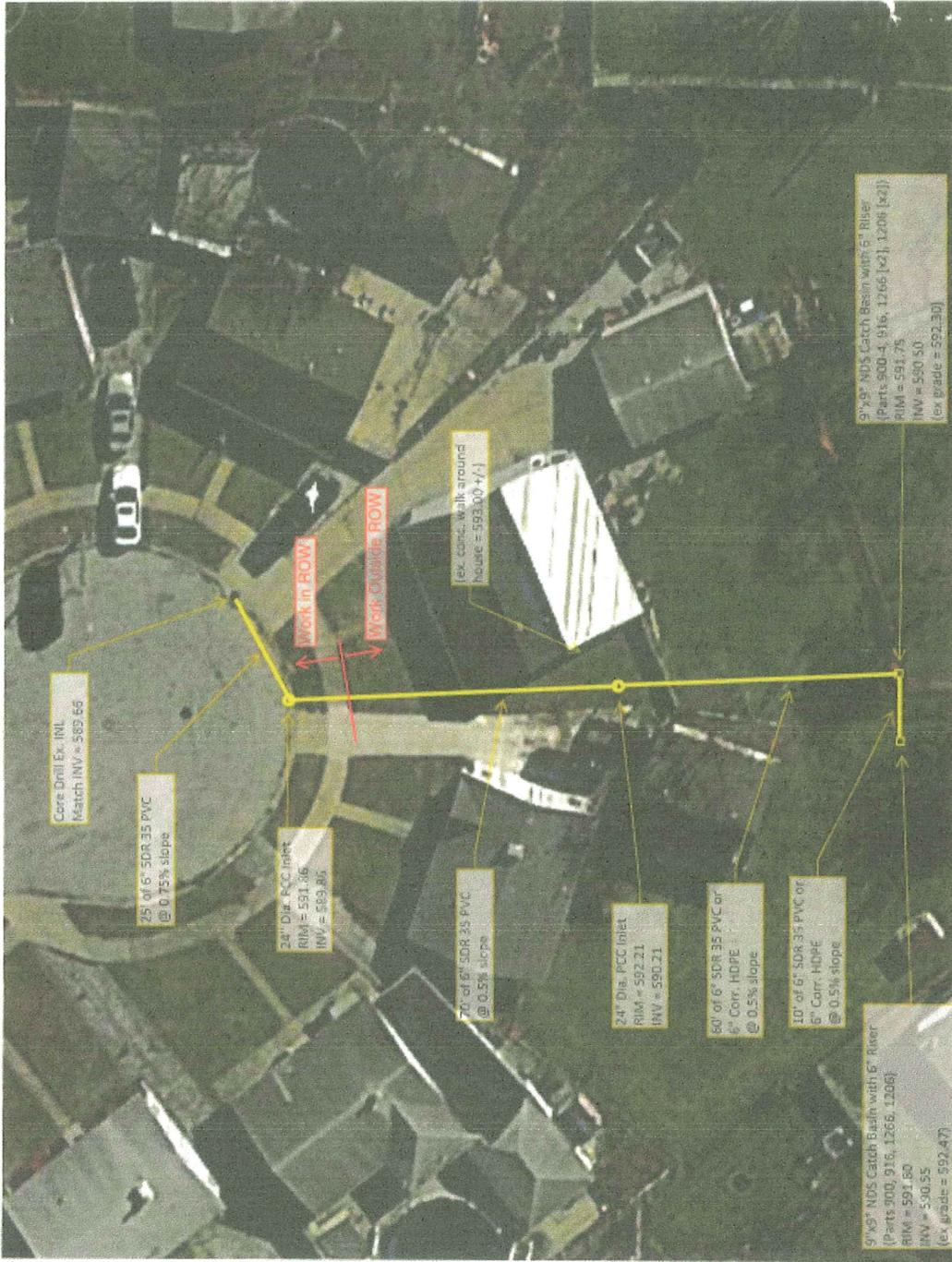
**Work in ROW:**

\$1,990.00 - 1 Catch Basin  
 \$1,925.00 - 35 LF pipe @ \$55/LF  
 \$3,915.00 Total - Work's Board Portion

**Work Outside ROW:**

\$1,990.00 - 1 Catch Basin  
 \$7,150.00 - 130 LF pipe @ \$55/LF  
 \$9,140.00 Total - 50/50 San. District / Residents

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p>	<p><b>CONFIRMED:</b>          Grimmer Construction, Inc.</p> <p><b>Authorized Signature:</b> _____</p>
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**Chapter 11.15**  
**COMMUNITY EVENTS COMMISSION**

Sections:

- 11.15.010 Establishment.
- 11.15.020 Organization and structure.
- 11.15.030 Purposes.
- 11.15.040 Annual report.
- 11.15.050 Special events nonreverting operating fund.
- 11.15.060 Budget and disposition of funds.

**11.15.010 Establishment.**

(A) A community events commission is established to advise and assist with the planning and execution of special events within the town of Highland. All corporate powers of the town of Highland are vested in the town council. No individual member of the commission or collective action of the commission may direct action to be taken by the town council, any employee or contractor of the town.

(B) The commission shall consist of 16 voting members, with seven members appointed to staggered terms of office and nine members appointed to concurrent annual terms of office. One member shall serve an initial term expiring on the first day of January 2008; three members shall serve an initial term expiring on the first day of January 2010; and three members shall serve an initial term expiring on the first day of January 2011. Thereafter, each member serving a staggered term may be appointed to a term of four years. Each member of the annual concurrent appointments may be reappointed to a term of one year. The municipal executive shall make the initial one-year appointment, one of the initial two-year appointments and one of the initial three-year appointments. The legislative body shall make two of the initial two-year appointments and two of the initial three-year appointments. Finally, the legislative body shall also make the annual one-year term appointments.

(C) All members of the commission shall serve until their successors have been appointed and confirmed, subject to the limitation set forth in IC 36-1-8-10(c).

(D) Members of the commission serve at the pleasure of the appointing authority. New members will be appointed to fulfill the unexpired term of a member whose seat becomes vacant for any reason during his or her term. Successive appointments shall be made by the proper appointing authority making the initial appointments as described in subsection (B) of this section.

(E) The senior management staff person from each department of the town shall serve as ex officio, nonvoting members of the commission.

(F) No person shall be appointed as voting member of the commission who has not attained the age of 18 years and who is not a resident of Highland.

(G) The members of the commission serve without compensation. Members of the commission shall not accept gifts, gratuities or other consideration from contracted vendors or vendors under consideration for use at a special event.

(H) A faithful performance or surety bond as prescribed by IC 5-4-1 et seq. in the amount of \$10,000 shall be obtained for the commission to cover the faithful performance of the duties of the officers and members of the commission, including the duty to comply with IC 35-44-1-2 and the duty to account properly for all monies and property received in consequence of the duties and activities set forth in this chapter.

(I) The premium upon said bond shall be paid from the fund established by HMC 11.15.050 or any other proper fund of the municipality. Said bond may be executed with any recognized and responsible surety company authorized to do business in the state of Indiana, pursuant to IC 5-4-1 et seq.

(J) The bond shall be filed in the office of the clerk-treasurer and recorded in the office of the recorder of Lake County, pursuant to IC 5-4-1-5.1.

(K) The clerk-treasurer shall serve as the purchasing agent for the activities of the commission, pursuant to HMC 3.05.050(D)(9) and IC 5-22 et seq.

**11.15.020 Organization and structure.**

(A) At its first regular meeting each year, the commission shall elect from its members a chairperson, first vice-chairperson, a second vice-chairperson who shall also act as financial secretary and a secretary.

(B) The first vice-chairperson shall act as chairperson during the absence or disability of the chairperson. In absence or disability of the chairperson and the first vice-chairperson, the second vice-chairperson shall act as chairperson. In the event that the chairperson, the first vice-chairperson and the second vice-chairperson are absent, the secretary will preside over the remainder of the body constituting a quorum which then shall appoint a chairperson pro tempore, who shall perform the duties of the chairperson for that meeting.

(C) Subject to the provisions of this chapter, the chairperson shall preside over the meetings of the commission and shall exercise and perform such duties as are assigned to him or her by this section, as well as perform the duties customary to the office as set forth in the parliamentary authority.

(D) The clerk-treasurer shall serve as treasurer of the commission, pursuant to IC 5-13-5-2. The second vice-chairperson shall also serve as financial secretary. The financial secretary shall collect all valid invoices for goods or services obtained in carrying out the lawful purposes of the commission. The financial secretary shall be responsible for the receipt of applications and associated fees and charges and properly cause them to be deposited with the clerk-treasurer

according to the provisions of HMC 11.20.020. The financial secretary shall prepare and sign accounts payable vouchers to be filed for allowance by the town council, all according to IC 5-11-9, 5-11-10 and 36-5-4 et seq.

(E) The secretary shall be responsible for preparing the agenda for commission meetings in consultation with the chair and providing public notice of the meetings of the commission. The secretary shall take roll at the meetings of the commission and shall cause minutes to be kept, showing the vote of the commission members on each question and on the other official actions of the commission, all pursuant to IC 5-14-1.5. The secretary shall maintain copies of communications and reports considered by the commission. In addition, the secretary performs the duties customary to the office as set forth in the parliamentary authority.

(F) The commission is a public body and shall comply with the Indiana Open Meetings Act by providing public notice of its meetings consistent with the Open Meetings Act, pursuant to IC 5-14-1.5. Its records shall be considered public records, governed by IC 5-14-3 et seq.

(G) The parliamentary authority for the commission is Robert's Rules of Order, newly revised. The commission may take no action on any agenda item unless a quorum of the commission is present. A quorum shall be six members of the commission.

(H) At its first organizational meeting and at the first meeting of each calendar year thereafter, the commission shall establish dates and times for its regularly scheduled meetings. In formulating its meeting schedule, the commission shall attempt to avoid conflict with members' work and vacation schedules. Meetings shall generally be held once per month, unless there is no business to be considered by the commission. Meeting dates, once established, shall be filed with the clerk-treasurer. [Ord. 1398 § 1, 2008. Code 2000 § 32.41].

#### **11.15.030 Purposes.**

(A) The community events commission is established to advise and assist with the planning and execution of special events within the town of Highland.

(B) The purposes of the commission are:

- (1) To coordinate the annual celebration of the Fourth of July festivities (Independence Day) including, but not limited to: a festival, parade and fireworks;
- (2) To coordinate a Christmas parade;
- (3) To coordinate Memorial Day and Veteran's Day ceremonies;
- (4) To assist with other special events the commission determines will promote good will in the town of Highland, including, but not limited to, an annual eighteenth century historical reenactment, *seasonal festivals*, beer gardens, block parties, parades, arts and craft shows and itinerant restaurants;

- (5) To appoint standing and/or ad hoc committees to sponsor and produce specific special events; and
- (6) To formulate ordinances for consideration by the town council establishing standard operating policies, rules and regulations applicable to special events and permits therefor, as the commission may deem necessary to conduct its affairs.

**11.15.040 Annual report.**

The community events commission shall prepare and submit an annual report concerning special events to the town council and clerk-treasurer in December of each year.

**11.15.050 Special events nonreverting operating fund.**

(A) There is hereby authorized, created and established a special nonreverting operating fund, to be called the special events nonreverting operating fund for use by the town in support of the purposes of this chapter.

(B) The fund is dedicated and established to provide operating resources for parks and recreation programs, operations and special events undertaken by the town under advice of its special events advisory commission, pursuant to the authority of IC 36-10-2 and 36-1-3 et seq.

(C) Expenditures from this fund shall be governed by the following provisions:

- (1) Expenditures from this fund shall be for the purposes and in support of the purposes set forth in this chapter and according to the laws and relevant guidelines governing the disposition of the assets, which comprise the fund, provided the expenditures shall be only operating in nature;
- (2) Neither the establishment nor the purposes of this fund shall be in derogation of the lawful purposes or construed to exclude the lawful purpose or expenditure from such other funds of the municipality for the same or similar purposes;
- (3) Expenditures from the fund may be made only upon appropriation by the fiscal body for the purpose for which the fund is specifically established, in the manner provided by statute for making other appropriations, and shall be disbursed only on approved accounts payable vouchers allowed by the town council, all pursuant to IC 5-11-10, 36-5-4 and 36-5 et seq.

(D) The sources of money for the fund are the following:

- (1) Gifts and donations from any person given expressly for the purposes and objects of the fund, unless otherwise directed by action of the town council;
- (2) User fees and other charges as may be authorized and fixed by the community events commission in connection with special community events;
- (3) Pursuant to IC 5-13-9 and this code, moneys in the fund may be invested; provided, that the yields from the purchase and sale of any such investments be deposited with the fund.

(E) The appropriations and the cash on deposit to the credit of the fund shall not revert to any other fund but remain with the special events nonreverting operating fund at year end and until such time as an ordinance is passed dealing with the disposition of the assets of this fund.

(F) The clerk-treasurer, as municipal fiscal officer, is hereby directed and authorized to perform such duties and keep such accounts as to fulfill the purpose of the funds herein named and to carry out the provisions of this chapter.

(G) The nonreverting special event fund may be liquidated by an ordinance approved by the town council. Should there be any funds left on deposit in said fund, such funds shall revert to the general fund of the town unless otherwise provided by ordinance of the town council. [Ord. 1398 § 1, 2008; Ord. 1507 § 2, 2012. Code 2000 § 32.44].

#### **11.15.060 Budget and disposition of funds.**

(A) The officers of the community events commission will submit an annual budget for the expenditure of special event revenue to the community events commission for review by July 30th of each calendar year. A budget recommended by the commission shall be submitted to the town clerk-treasurer to meet the publication timetable of IC 6-1.1-17 et seq. and then to the town council by the first Friday of August of each calendar year. By September 30th of each calendar year the town council will approve an annual budget for the expenditure of special event revenues for the succeeding calendar and fiscal year.

(B) The clerk-treasurer shall be the approving authority for the expenditure of special event revenues less than \$10,000; expenditures greater than \$10,000 require prior approval of the town council. [Ord. 1398 § 1, 2008. Code 2000 § 32.45].

**Town of Highland**  
**Board of Works**  
**Order of the Works Board 2020-37**

**AN ORDER OF THE WORKS BOARD ACCEPTING THE PROPOSAL OF MAD BOMBER FIRE WORKS PRODUCTIONS FOR PROFESSIONAL PYROTECHNICS AND FIREWORKS DISPLAYS SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH SEPTEMBER SPECIAL EVENT.**

**Whereas**, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, annually marks the anniversary of the Nation's declaration of Independence, and the special period of New Year's eve, with appropriate festivals and fireworks and pyrotechnics displays;

**Whereas**, The Clerk-Treasurer, pursuant to Section 3.05.050(D)(9) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality; and

**Whereas**, The *Mad Bomber Fireworks Productions* of Kingsbury Indiana has presented to the Community Events Commission a proposed agreement for professional pyrotechnic and Fire works Display services for the Town of Highland to be conducted on September 26, 2020;

**Whereas**, The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed agreement for professional pyrotechnic and Fire works Display services for the Town of Highland to be conducted on September 26, 2020 by *Mad Bomber Fireworks Productions* of Kingsbury Indiana;

**Whereas**, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1) of the HMC serves as purchasing agency for the Municipality and its executive departments except those executive departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction; and

**Whereas**, The purchase price exceeds \$15,000.00, pursuant to Section 3.05.040 (C) and Section 3.05.050(B)(3) of the HMC requires the express approval of the purchasing agency; and

**Whereas**, The purchase of services will be supported by the Special Events Non Reverting Fund of the Town and there is sufficient appropriations or resources in order to support the purchase of services; and

**Whereas**, The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

**Section 1.** That the proposal for pyrotechnic and fireworks display services of **Mad Bomber Fireworks Productions**, 3999 E. Hupp Road, Building R-3-1, LaPorte, Indiana, 46350, prepared and presented by its Executive Secretary, Kelley Hatfield, which includes presentation of a Fireworks Display on September 26, 2020, according to the written terms set forth in the proposal, is hereby accepted, approved and adopted in every respect, provided that **Mad Bomber Fireworks Productions** complies with the provisions of IC 22-5-1.7 et seq., and completes the relevant portions of the attached exhibit styled as Addendum for e-verify;

**Section 2.** That the fee for performance of the service identified in the proposal of **\$25,000** for the fireworks display to be conducted on September 26, 2020 is found to be reasonable and fair for the services and *frequencies* described;

**Section 3.** That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, are both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Section 4.** That the Clerk-Treasurer is hereby authorized to issue a purchase order, if applicable, to **Mad Bomber Fireworks Productions** and to execute all documents necessary to implement the purchase of services thereof;

**Section 5.** That the proper officers of the municipality are hereby authorized to identify the proper funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 8th day of August 2016 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

---

Mark J. Schocke, President (IC 36-5-2-10)

Attest:

---

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**MAD BOMBER  
FIREWORKS PRODUCTIONS  
AGREEMENT**

This contract entered into this 24th day of July, 2020 by and between Mad Bomber Fireworks Productions of Kingsbury, Indiana hereinafter referred to as Seller, and

Herein after referred to as Buyer, of Highland State Indiana  
Highland Council and Community Events

Witness: Seller agrees to provide and Buyer agrees to purchase a Fireworks Displays in accordance with the program agreed upon. Buyer will pay Seller a sum of \$25,000.00 for Display. Upon acceptance of this agreement Buyer will pay Seller a sum of Waived as an Earnest Money Deposit with the Balance due and payable within 30 days after the display date agreed upon. A late charge of 1 1/2% per month will be assessed on accounts not paid within thirty days of display date Buyer agrees to pay any and all collection costs, including reasonable attorney's fees and court cost incurred by Seller in the collection or attempted collection of any amount due under this agreement and invoice.

Both Seller and Buyer mutually agree to the following terms, conditions, and stipulations:

1. Seller will present said Fireworks Display on the evenings of the September 26, 2020, it being understood that should there be inclement weather the day of the display the Seller has sole discretion to cancel display. An alternate display date will be given within six months of the original display date agreeable to both the Seller and Buyer.
2. The Fee for cancellation for any reason of the Fireworks Display is 40% of the agreement price if Buyer chooses to not select another display date within six months of the original display date.
3. Buyer will provide a sufficient area for the Display, including a minimum spectator set back of 350' feet at all points from the discharge area. Buyer will provide protection of the display by roping-off or other suitable means. Buyer will provide adequate police protection to prevent spectators from entering display area. Buyer agrees to search the fallout area at first light following a night display.
4. Seller reserves the right to terminate the Display in the event that persons enter the secured Danger Zone and Security is unable to secure the Danger Zone.
5. Seller agrees to provide Qualified Technicians to take charge of and present said Display.
6. Seller agrees to provide Liability Insurance in the amount of \$10,000,000.00 for the benefit of both the Buyer and Seller.
7. Mad Bomber Fireworks Productions retains the right to substitute product of equal or greater value in the event of shortages or unavailability of any particular item on the proposal.
8. Seller and Buyer agree to included Attachments, if any. See Attachments: This agreement is a rescheduled display date for postponement of July 4, 2020 display.

Both Seller and Buyer hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

Mad Bomber Fireworks Productions  
By Randy McCasland  
Randy McCasland, Director of Operations  
Date 7/24/2020

BUYER  
By \_\_\_\_\_  
(Its duly authorized agent, who represents that he/she has full authority to Bind the Buyer.)  
Date \_\_\_\_\_  
Print Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/18/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101 E-MAIL: info@brittingallagher.com ADDRESS: info@brittingallagher.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Mad Bomber Fireworks 3999 E. Hupp Rd, Building R-3-1 La Porte IN 46350	INSURER A : Everest Indemnity Insurance Co.	10851
	INSURER B : Everest Denali Insurance Company	16044
	INSURER C : Liberty Mutual Insurance Co	
	INSURER D : Liberty Mutual Insurance Co	25035
	INSURER E : Axis Surplus Ins Company	26620
	INSURER F :	

**COVERAGES**      **CERTIFICATE NUMBER:** 547410531      **REVISION NUMBER:**

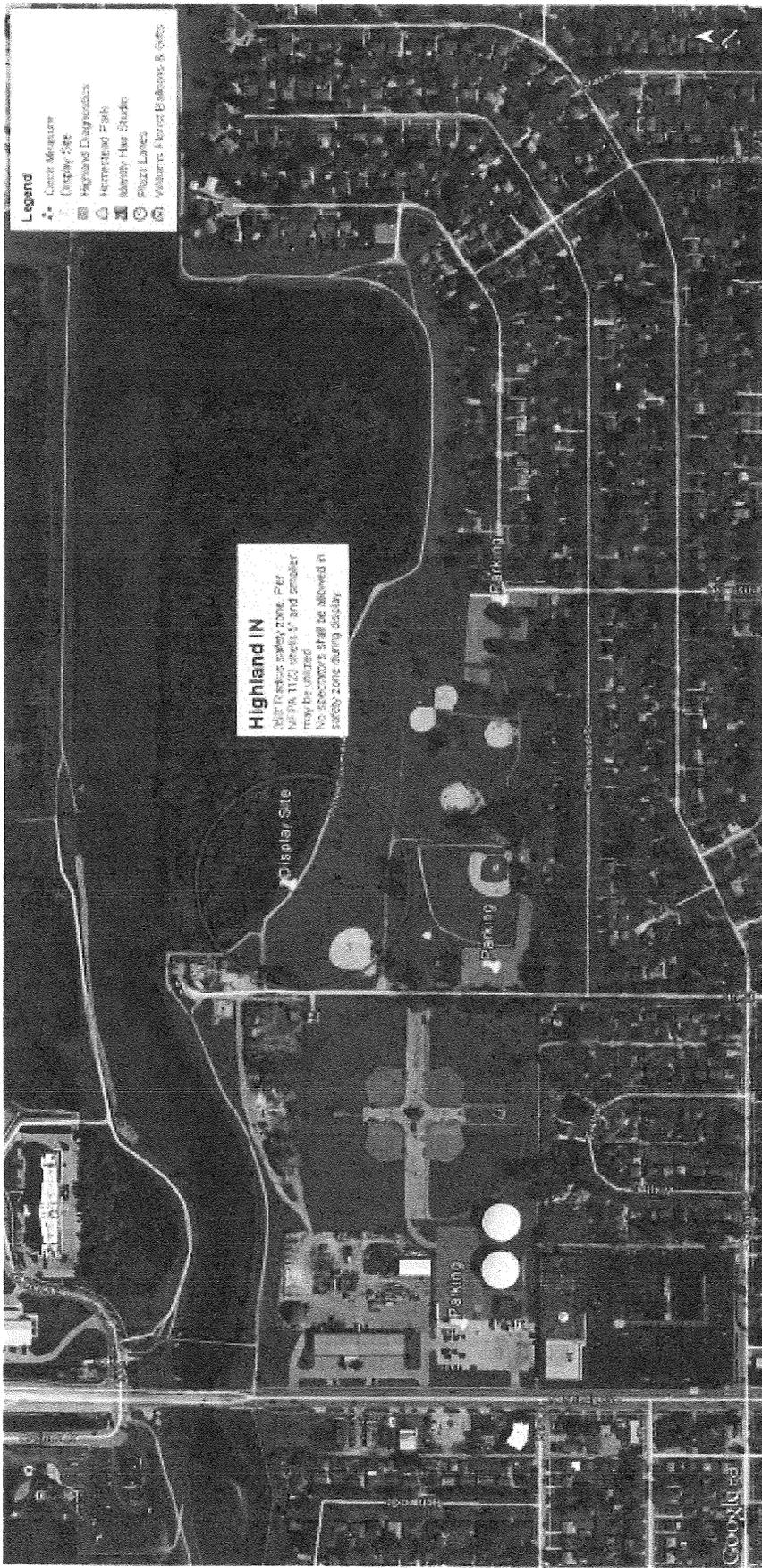
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL (SIBR) DES. WORD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	Y	NA010140201	2/4/2020	2/4/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		98CA00100201	2/4/2020	2/4/2021	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per occurrence) \$
E	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB CLAIMS MADE		P-001-303243093-01	2/4/2020	2/4/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION		WC5305714854	2/4/2020	2/4/2021	<input checked="" type="checkbox"/> WC STATE <input type="checkbox"/> OTH ER
D	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IN) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC5314538193 WC5258311836	2/4/2020 2/4/2020	2/4/2021 2/4/2021	E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess liability #2		SIBEX01119-201	2/4/2020	2/4/2021	Each Occ Aggregate \$5,000,000 Total Limits \$10,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.  
 OPERATIONS: FIREWORKS DISPLAY  
 ADDITIONAL INSURED: HIGHLAND COUNCIL OF COMMUNITY EVENTS; CITY OF HIGHLAND

<b>CERTIFICATE HOLDER</b>  HIGHLAND PARKS AND RECREATION 2450 LINCOLN ST HIGHLAND IN 46322	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**Legend**

- Core Measure
- Display Site
- Highway Diagnostics
- Harvested Field
- Identity Hub Studio
- Plaza/Lanes
- Williams Street Balconies & Cuts

**Highland IN**  
Not a safety zone. Per  
1615A.1123 signs 2' and smaller  
may be utilized  
No spectators shall be allowed in  
safety zone during display

Display Site

Paving

Paving

Google Earth

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED TO  
CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF  
HIGHLAND  
(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)**

**Verification of Work Eligibility Status**

1. Randy McCasland, Director of Operations of **MAD BOMBER FIREWORKS PRODUCTIONS**, (hereinafter called "Contractor") understands and agrees that:

(A) it is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract through the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "*E-Verify program*" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

*This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11 (a)(1).*



ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 6<sup>th</sup> DAY OF August, 2020 [Signature]  
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 6 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,728,162.40.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 07/29/2020 - 08/11/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

08/07/2020 09:05 AM  
 User: DMJ  
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	87774	PAYROLL ACCOUNT	7/31 PRL D/S TRANSFER GENERAL	207,132.74	44352
	Total For Dept 0000				207,132.74	
Dept 0001 TOWN COUNCIL						
001-0001-31001	LEGAL FEES MAY	87807	ABRAHAMSON, REED & BILSE	LEGAL FEES FOR MAY & JUNE 2020	10,741.00	
001-0001-31001	5391.00	87840	ABRAHAMSON, REED & BILSE	LEGAL FEES FOR JULY 2020	5,391.00	
001-0001-33002	BOOKLET COMP ZONING 1976	87836	CJP CORPORATION/DBA	BOOKLET COMP ZONING 1976	24.00	
001-0001-39004	INSERTING GAZEBO INTO BILLS	87812	LITHOGRAPHIC COMMUNICATIONS	JULY 2020 GAZEBO EXPRESS INSERT-8	685.30	
001-0001-39004	CHAIR AND LAMP FOR MR BACH RE	87834	STANDARD CHAIR OF GARDNER	CHAIR AND LAMP FOR MR BACH RETIRE	704.00	
	Total For Dept 0001 TOWN COUNCIL				17,545.30	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S LB TP,CORR FLD,951 INK,R	87892	PULSE TECHNOLOGY OF INDIANA	D/S LBL TAPE,CORR FLD,951 INK,RBB	54.70	
001-0004-20003	REIMBURSEMENT FOR STAPLES POS	87816	ROGER SHEEMAN (R)	REIMBURSEMENT FOR STAPLES POSTER	16.96	
001-0004-34023	HEALTH INS	87763	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	5,557.76	44358
001-0004-34043	LIFE INS	87763	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	37.66	44358
001-0004-39001	BURNS IN STAT T36 7 15.2-36 2	87813	MATTHEW BENDER & CO, IN	BURNS IN STAT T36 (3) BURNS IN T	465.40	
	Total For Dept 0004 CLERK-TREASURER				6,132.48	
Dept 0006 BUILDING & INSPECTION						
001-0006-34023	HEALTH INS	87762	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	5,549.14	44358
001-0006-34043	LIFE INS	87762	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	29.94	44358
	Total For Dept 0006 BUILDING & INSPECTION				5,579.08	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	2ND QUARTER UNPAID STILL ALAR	87801	HIGHLAND FIRE DEPARTMENT	1ST QTR STILL ALARMS AND MEETINGS	1,100.00	
001-0007-11114	2ND QUARTER MEETING ATTENDANC	87801	HIGHLAND FIRE DEPARTMENT	1ST QTR STILL ALARMS AND MEETINGS	30.00	
001-0007-20003	AIR CARD	87806	VERIZON WIRELESS	AIR CARDS FOR RIGS	159.98	44365
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	87806	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.12	44365
001-0007-34023	HEALTH INS	87764	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	1,960.82	44358
001-0007-34043	LIFE INS	87764	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	7.12	44358
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	87803	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	1,020.19	
001-0007-35001	ELECTRIC - SOUTH STATION	87805	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	364.45	
001-0007-35003	GAS - CENTRAL STATION	87804	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	59.78	
001-0007-35003	GAS - SOUTH STATION	87805	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	54.25	
001-0007-36001	PUMP TEST 5119	87802	FIRE SERVICE, INC.	PUMP TEST 5119	250.00	
	Total For Dept 0007 FIRE DEPARTMENT				5,306.71	
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	1075.3 GAL OF GAS	87855	WARREN OIL COMPANY	1075.3 GAL OF GAS DELV ON 7/21	1,948.22	
001-0009-21004	2CS CLORX CLEANUP DISNF	87841	ABLE PAPER & JANITORIAL	2 CS CLRX CLEANUP DISNF	80.00	
001-0009-22004	INV347925	87845	AUTO-WARES	VEH PARTS FOR PD FOR JULY	381.10	
001-0009-22004	PART FOR CAR 15 DEL65A	87848	FACTORY MOTOR PARTS	VEH PART FOR CAR 15	55.52	
001-0009-23004	2 PLSTIC 3.5 G PAILS W LIDS/S	87843	AJAX SANITARY SUPPLY CO, IN	2 PLASTIC 3.5 GAL PAILS WITH LIDS	26.08	
001-0009-31001	LEGAL MATTERS FOR JULY	87842	ABRAHAMSON, REED & BILSE	LEGAL MATTERS FOR PD FOR JULY	2,751.00	
001-0009-31001	LEGAL MATTER FOR JULY	87844	AUSTGEN KUIPER JASAITIS P.C	LEGAL MATTER FOR JULY	2,124.00	
001-0009-32004	IDACS INTERNET 7/28-8/27	87847	COMCAST CABLE	IDACS INTERNET FOR 7/28-8/27	126.85	
001-0009-34023	HEALTH INS	87765	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	88,094.75	44358
001-0009-34042	SURVIVORS ADJ	87765	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	1,892.08	44358
001-0009-34043	LIFE RETIREE	87765	TOWN OF HIGHLAND INS FUND (	AUGUST 2020 HEALTH/LIFE INS PREM	19.69	44358
001-0009-35001	ELECT SERVICE FOR 3315 READ O	87851	NORTHERN IN PUBLIC SERVICE	ELECTR SERVICE FOR 3315 RIDGE REA	6,797.84	
001-0009-35001	LPR CAMERA ON 2000 RIDGE READ	87852	NORTHERN IN PUBLIC SERVICE	LPR AT 2000 RIDGE RD READ ON 7/10	31.82	
001-0009-35001	CAMERA AT 3949 HIGHWAY READ O	87853	NORTHERN IN PUBLIC SERVICE	LPR CAMERA 3949 HIGHWAY AVE READ	38.16	

1-9

08/07/2020 09:05 AM INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 User: DMJ EXP CHECK RUN DATES 07/29/2020 - 08/11/2020  
 DB: Highland BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-36004	GEN OFC CLEANING FOR JULY	87849	GAYLE THARP	GEN OFC CLEANING FOR JULY	2,666.66	
001-0009-38006	MAT CHANGE AT PD ON 7/28	87846	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 7/28	36.66	
001-0009-38006	PARTIAL ANL CLK RENEWAL 9/20-	87854	VIGILANT SOLUTIONS	ANNUAL CLK RENEWAL - PARTIAL	4,333.33	
001-0009-39005	TNR SERVICE 26 FELINES	87850	HUMANE INDIANA	TNR SERVICE FOR 26 FELINES	1,040.00	
	Total For Dept 0009 POLICE DEPARTMENT				112,443.76	
Dept 0011 SERVICES & WORKS						
001-0011-35001	D/S MISC TH GARAGE 750-201-00	87827	NORTHERN IN PUBLIC SERVICE	D/S MISC TH GARAGE 750-201-002-4	331.40	44366
001-0011-35001	000-901-005-4	87825	NORTHERN IN PUBLIC SERVICE	VIPS MULTI	1,886.32	999363
001-0011-35001	HWY OF FLAGS 558-300-006-4	87826	NORTHERN IN PUBLIC SERVICE	MISC HWY OF FLAGS &	104.65	999364
001-0011-35002	STREET MULTI	87831	NORTHERN IN PUBLIC SERVICE	STREET MULTI	14,215.70	999365
001-0011-35003	D/S MISC TH GARAGE 750-201-00	87827	NORTHERN IN PUBLIC SERVICE	D/S MISC TH GARAGE 750-201-002-4	23.64	44366
001-0011-35003	130-850-000-1 GAS	87825	NORTHERN IN PUBLIC SERVICE	VIPS MULTI	225.79	999363
001-0011-35005	WATER/HYDRANT	87789	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	113.82	44359
001-0011-35005	TOWN GARAGE WATER/HYDRANT	87790	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	199.01	44359
001-0011-35005	2724 HIGHWAY ACCT #0101123300	87792	TOWN OF HIGHLAND UTILITIES	TOWN SPRINKLERS	420.49	44359
001-0011-35005	WATER/HYDRANT	87899	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	117.04	44373
001-0011-35005	TOWN GARAGE WATER/HYDRANT	87902	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	200.62	44373
001-0011-35005	2724 HIGHWAY ACCT #0101123300	87903	TOWN OF HIGHLAND UTILITIES	TOWN SPRINKLERS	636.23	44373
001-0011-35007	VIPS WATER/HYDRANT	87788	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	29.89	44359
001-0011-35007	STORM/SEWER	87789	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	114.15	44359
001-0011-35007	TOWN GARAGE SEWER/STORM	87790	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	252.05	44359
001-0011-35007	STORM	87791	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	10.14	44359
001-0011-35007	STORM/SEWER	87899	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	120.67	44373
001-0011-35007	TOWN GARAGE SEWER/STORM	87901	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	10.14	44373
001-0011-35007	SR TAXI SUBSID 6/1/-6/15/2020	87817	TRIPLE A EXPRESS	0643112591 VIPS WATER/SEWER	44.50	44373
001-0011-39016	RESOLUTION 2020-24	87786	COMMUNITY CROSSINGS GRANT F	#0382013660 TOWN GARAGE WATER/SE	255.31	44373
001-0011-39999			Total For Dept 0011 SERVICES & WORKS	SR TAXI SUBSID 6/18/2020	10.00	44357
				RESOLUTION 2020-24	350,000.00	
					369,321.56	
Dept 0012 TOWN HALL						
001-0012-21004	WATER DELIVERY 5/27/20	87760	HINCKLEY SPRINGS	WATER DELIVERY 5/5,5/12 5/26,6/9	278.55	44351
001-0012-35002	INDPLS BLVD 307-486-009-2	87826	NORTHERN IN PUBLIC SERVICE	MISC HWY OF FLAGS &	44.95	999364
001-0012-36003	TOWN HALL MATS	87811	CINTAS CORPORATION #319	TOWN HALL MATS 7/21,28/2020	78.82	
			Total For Dept 0012 TOWN HALL		402.32	
			Total For Fund 001 GENERAL		723,863.95	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	87775	PAYROLL ACCOUNT	7/31 PRL D/S TRANSFER MVH	5,566.78	44353
			Total For Dept 0000		5,566.78	
Dept 0016 MVH ADMIN						
002-0016-11306	REIMBURSE CDL PHYSICAL	87881	PETER KOKINDA (R)	REIMBURSE CDL PHYSICAL	67.28	
			Total For Dept 0016 MVH ADMIN		67.28	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21002	LT245/75RIG IRONMAN ALL	87875	HELLMANS AUTO SPPLY CO.	TIRES FOR STREET DEPT UNIT #4	557.00	
002-0017-22004	INVOICE # 337-348460 7/10/202	87896	AUTO-WARES	JULY INVOICES FOR STREET DEPT.	782.04	
002-0017-22004	DEL65A 88863831 C750 R120 (7)	87874	FACTORY MOTOR PARTS	BATTER FOR STREET DEPT UNIT #84	55.52	
002-0017-22004	6472492 DAWN ORIGINAL 750Z	87879	MENARDS CORP - SCHERERVILLE	DISH SOAP FOR CRACK SEALER STREET	44.70	

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GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 002 MVH	RECONSTRUCTION/MAINTENANCE					
Dept 0017 MVH	7/23/2020 191531 PRIVATE 9.5M 87886		WALSH & KELLY INC	HOT PATCH FOR STREET DEPT	418.08	
002-0017-23001	109A-C 3/8 SQUARE HEAD PLUG B 87877		J & L FASTENERS, INC.	HOSE CLAMPS AND BRASS PLUG FOR ST	147.81	
002-0017-23003	SPLIT COLOR AMBER/WHITE IONT 87880		NWI EMERGENCY OUTFITTERS,LL	LIGHTS FOR STREET UNIT #44	250.00	
002-0017-23003	989-8974 FILTER CAP REP KIT 87884		SHERWIN WILLIAMS CORP	FILTER CAP FOR STREET DEPT.	51.42	
002-0017-23004	8000-03204 HL 2152 FDFP WB WH 87897		SHERWIN WILLIAMS CORP	WHITE STREET PAINT FOR STREET DEP	420.60	
002-0017-23004	921-3612 244067 OP EASYOUTFLT 87898		SHERWIN WILLIAMS CORP	PAINT MACHINE FILTERS FOR STREET	43.86	
002-0017-23004	1007-04253 17K166 MANIFOLD FL 87883		SHERWIN-WILLIAMS COMPANY CO	PARTS FOR PAINT MACHINE STREET DE	132.49	
002-0017-23006	030699729364 MASON LINE <A> # 87876		HOME DEPOT CORPORATION	WD 40 AND MARKING STRONG FOR STRE	25.55	
002-0017-23006	2615011 25LB BAG-OIL DRI 87878		MENARDS	SUPPLIES FOR GARAGE STREET DEPT.	45.75	
002-0017-36001	ICE MACHINE CLEAING 87885		SIEMER HEATING & COOLING IN	DISASSEMBLE & CLEAN ICE MACHINE A	576.66	
002-0017-39005	WEEDING 87872		DEAN'S LAWN & LANDSCAPING I	DOWNTOWN HIGHLAND MAINT. SERVICE	3,570.00	
002-0017-39005	PERFORM SUMMER TRIMMING 87873		DEAN'S LAWN & LANDSCAPING I	DOWNTOWN HIGHLAND MAINT. SERVICE	3,450.00	
002-0017-39007	27" S/M 3420 41ST LANE 87882		RUSSELL'S TREE CARE SERVICE	D/S DEAD TREE REMOVAL VARIOUS LOC	10,423.60	
				Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE	20,995.08	
				Total For Fund 002 MVH	26,629.14	

Fund 004 LR&S						
Dept 0000	RESOLUTION 2020-24 87784		COMMUNITY CROSSINGS GRANT F	RESOLUTION 2020-24	239,000.00	44356
004-0000-39999	LR&S TRANSFERS GROSS 87776		PAYROLL ACCOUNT	7/31PRL D/S TRANSFER LR&S	11,561.46	44354
004-0000-45200				Total For Dept 0000	250,561.46	
				Total For Fund 004 LR&S	250,561.46	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000	TRAINING VIDEOS/USB FOR OFFIC 87857		SMITH SYS DRIVR IMPROVMT I	TRAINING VIDEOS/USBS FOR OFFICER	1,784.71	
018-0000-31004	2020 IND CRIM CODE BOOKS 87856		LAKE COUNTY PROSECUTORS OFF	2020 IND CRIMINAL CODE BOOKS	246.00	
018-0000-33002				Total For Dept 0000	2,030.71	
				Total For Fund 018 LAW ENFORCE CON'T ED	2,030.71	

Fund 026 FSA AGENCY FUND						
Dept 0000	TASC FLEX SPENDING DEBITS 7/2 87835		TASC	JULY FSA SPENDING 2020	928.80	999204
026-0000-45202				Total For Dept 0000	928.80	
				Total For Fund 026 FSA AGENCY FUND	928.80	
Fund 027 INSURANCE PREMIUM						
Dept 0000	INSURANCE PREMIUM HEALTH/DENT 87751		METLIFE GROUP BENEFITS	AUGUST 2020 DENTAL PREMIUMS	7,793.98	44348
027-0000-34002	INSURANCE PREMIUM HEALTH FEB 87752		AIM MEDICAL TRUST	AUGUST 2020 MEDICAL AND LIFE INSU	186,637.92	44349
027-0000-34002				Total For Dept 0000	194,431.90	
				Total For Fund 027 INSURANCE PREMIUM	194,431.90	

Fund 030 ICT FUND						
Dept 0000	2 DELL 24' MONITORS BECK , FO 87810		CBL CONSULTING, INC	2 DELL 24' MONITORS BECK , FOX	400.00	
030-0000-20003	DELL WARRANTY EXTENSION FIRE 87818		DELL COMPUTER, LP	DELL WARRANTY EXTENSION FIRE DEPT	75.18	
030-0000-20003	DELL WARRANTY EXTENSION BLDG 87819		DELL COMPUTER, LP	DELL WARRANTY EXTENSION BLDG DEPT	145.82	
030-0000-20003	ORION UPS 87814		MINER ELECTRONICS, INC.	ORION UPS	859.00	
030-0000-20003						

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08/07/2020 09:05 AM INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
User: DMJ EXP CHECK RUN DATES 07/29/2020 - 08/11/2020  
DB: Highland BOTH JOURNALIZED AND UNJOURNALIZED

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 030 ICT FUND						
Dept 0000	MONTHLY IT SUPPORT PER WBO 2 87833		CBL CONSULTING, INC	MONTHLY IT SUPPORT PER WBO 2020-	4,000.00	
030-0000-31006	AUG 2020 POSTAGE METER SERVICE A	87890	PITNEY BOWES INC.	AUG 2020 POSTAGE METER SERVICE A	129.29	44360
030-0000-32001	INTERNET SVC BLDG7/12-8/1 87796		COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	241.83	44361
030-0000-32003	PARK INTERNET ACCT 8771400250 87797		COMCAST CABLE	PARK INTERNET ACCT 87714002502083	294.28	44362
030-0000-32003	PUMP STATION 877140025029637 87798		COMCAST CABLE	PUMP STATION 8771400250296375 7/1	203.79	44363
030-0000-32003	ACCT #510375025 87799		SPRINT	BI/FD MO WIRELESS SVC 510375025 -	202.61	44364
030-0000-32003	642004646-00002 BROADBAND-J K 87800		VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	44371
030-0000-32003	MONTHLY CELL PHONE 642004646- 87869		VERIZON WIRELESS	PD CELL PHONE USE PD- 642004646-0	1,311.59	44372
030-0000-32003	MO INTERNET SVC 8771400250188 87887		COMCAST CABLE	TOWN HALL ACCT 8771400250188267	283.55	
030-0000-32003	SIP TRUNKING CHARGES 7/1-7/31 87832		CBL CONSULTING, INC	SIP TRUNKING CHARGES 7/1-7/31/202	298.34	
030-0000-33811	BRIVO CLOUD HOSTED MONTHLY SI 87815		PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
030-0000-38006	JULY 2020 COPIER AGREEMENT 87891		RICOH USA, INC	JULY 2020 COPIER AGREEMENT	297.68	
030-0000-39007	TEAMVIEWER PREMIUM PACKAGE YE 87809		CBL CONSULTING, INC	TEAMVIEWER PREMIUM PACKAGE YEARLY	1,188.00	
	Total For Dept 0000				10,061.92	
	Total For Fund 030 ICT FUND				10,061.92	

Fund 050 POLICE PENSION						
Dept 0000	POLICE PENSION TRANSFERS GROS 87781		PAYROLL ACCOUNT	7/31 PRL D/S TRANSFER POLICE PENS	69,229.50	32743
050-0000-45200	Total For Dept 0000				69,229.50	
	Total For Fund 050 POLICE PENSION				69,229.50	

Fund 054 CCI FUND						
Dept 0000	RESOLUTION 2020-24	87785	COMMUNITY CROSSINGS GRANT F	RESOLUTION 2020-24	91,000.00	32745
054-0000-39999	Total For Dept 0000				91,000.00	
	Total For Fund 054 CCI FUND				91,000.00	

Fund 055 MCCD						
Dept 0000	FIRE TRUCK LEASE	87837	HUNTINGTON PUBLIC CAPITAL	FIRE TRUCK LEASE 8-1-2020	81,599.80	999289
055-0000-30001	D/S ANNUAL SERVICE MISC RECEI 87808		BELLEFEUIL, SZUR & ASSOC/DB	D/S ANNUAL SERVICE MISC RECEIVALB	710.00	
055-0000-39004	Total For Dept 0000				82,309.80	
	Total For Fund 055 MCCD				82,309.80	

Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL	CASH BOND FEES	87759	LAKE COUNTY CLERK	CASH BOND FEES	2,500.00	44350
085-0001-00400	Total For Dept 0001 TOWN COUNCIL				2,500.00	
	Total For Fund 085 TRAFFIC VIOLATIONS				2,500.00	

Fund 091 GAMING REVENUE						
Dept 0000	ENGINEERING (CE) ROBERTSON PL 87870		NIES ENGINEERING, INC.	ROBERTSON PL & ROSEWOOD CT ENGINE	439.79	
091-0000-34352	ENGINEERING (CE) ROBERTSON PL 87871		NIES ENGINEERING, INC.	ROBERTSON PL & ROSEWOOD CT ENGINE	2,225.03	
	Total For Dept 0000				2,664.82	
	Total For Fund 091 GAMING REVENUE				2,664.82	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 07/29/2020 - 08/11/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 249	PUBLIC SAFETY INCOME TAX FUND					
Dept 0000						
249-0000-29000	COVID 19 SANITIZER	87906	TOWN OF SCHERERVILLE	COVID 19 20 GAL SANITIZER	860.00	
249-0000-43049	ANIMAL CONTROL SURVEL ADDITIO	87858	VERMILLION SYSTEMS, INC	CAMERA EQUIP ANML CONTROL SURV AD	2,705.20	
249-0000-43049	HI DEF CAMERA EQUI SUPPLIES 4	87859	VERMILLION SYSTEMS, INC	HI DEF CAMERA EQUIP/SUPPLIES FOR	18,385.20	
			Total For Dept 0000		21,950.40	
			Total For Fund 249	PUBLIC SAFETY INCOME TAX FUND	21,950.40	
Fund 250	CREDIT ECON. DEV. INCOME TAX FUND					
Dept 0000						
250-0000-39999	RESOLUTION 2020-24	87783	COMMUNITY CROSSINGS GRANT F	RESOLUTION 2020-24	250,000.00	44355
			Total For Dept 0000		250,000.00	
			Total For Fund 250	CREDIT ECON. DEV. INCOME TAX FUND	250,000.00	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 07/29/2020 - 08/11/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number      Invoice Line Desc      Ref #      Vendor      Invoice Description      Amount      Check #

Fund Totals:

Fund 001	GENERAL				723,863.95	
Fund 002	MVH				26,629.14	
Fund 004	LR&S				250,561.46	
Fund 018	LAW ENFORCE CON'T ED				2,030.71	
Fund 026	FSA AGENCY FUND				928.80	
Fund 027	INSURANCE PREMIUM				194,431.90	
Fund 030	ICT FUND				10,061.92	
Fund 050	POLICE PENSION				69,229.50	
Fund 054	CCI FUND				91,000.00	
Fund 055	MCCD				82,309.80	
Fund 085	TRAFFIC VIOLATIONS				2,500.00	
Fund 091	GAMING REVENUE				2,664.82	
Fund 249	PUBLIC SAFETY INCOME TAX				21,950.40	
Fund 250	CREDIT ECON. DEV. INCOME				250,000.00	

1,728,162.40

**Payroll Docket**

<b>\$ 281,285.08</b>	<b>\$ 281,285.08</b>	<b>Delta</b>	<b>\$ -</b>
<b>Council, Boards and Commissions</b>	<b>\$ -</b>		
<b>Office of Clerk-Treasurer</b>	<b>\$ 17,063.71</b>		
Regular Staff	\$ 17,063.71		
Field Service Rep	\$ -		
<b>Building &amp; Inspection</b>	<b>\$ 8,610.31</b>		
<b>Metropolitan Police</b>	<b>\$ 161,536.36</b>		
Crossing	\$ -		
Full-Time Police	\$ 140,438.42		
Full-Time Non-sworn	\$ 21,097.94		
<b>Fire Department</b>	<b>\$ 3,734.40</b>		
<b>Public Works Department</b>	<b>\$ 90,340.30</b>		
Component One	\$ 90,340.30		
Component Two	\$ -		
<b>Police 1925 Pensions</b>	<b>\$ -</b>		

**Payday: 17-Jul-2020**